

Township: Post in a visible manner and provide copy to requestor, along with copy of Public Summary or link to website: <http://commercetwp.com/departments/clerks-department/clerks-foia> at no charge.

**Charter Township of Commerce, Oakland County**  
2009 Township Drive  
Commerce Township, MI 48390  
Phone: (248) 624-0110

Inspection Policy

## POLICY FOR IN-PERSON INSPECTIONS OF TOWNSHIP PUBLIC RECORDS

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Commerce Township Code of Ordinances, Section 2-364(C)(3)

Date Promulgated: March 8, 2023

### Public Inspection of Records

A person requesting an inspection of the Charter Township of Commerce's nonexempt public records shall be furnished with a reasonable opportunity and reasonable facilities for inspection and examination of such public records. The FOIA coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation, or destruction and to prevent excessive interference with normal Township operations.

- A person shall be allowed to inspect public records during the Township's usual business hours.
- The public does not have unlimited access to Township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of Township personnel.
- Pens may not be used. Township officials, appointees, staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.
- The (clerk, FOIA coordinator, other) is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.
- A person shall not remove books, records or files from the place the Township has provided for the inspection.
- No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt itemizing the records being removed pursuant to said court order, subpoena, or audit.

### Copies May Be Required to Enable Public Inspection of Records

In coordination with the official responsible for the records, the FOIA coordinator will determine (by policy and/or on a case-by-case basis) when the Township will provide copies of original records. Copies may be necessary in some instances to allow for redaction of exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection, or for another reason as determined by the FOIA coordinator.

A fee will be charged for copies made to enable public inspection of records, according to the Township's FOIA policy.

  
Signature of FOIA Coordinator

3/8/2023  
Date