

Resolution No 2026-19

**Policy and Procedure for the Public Inspection and Copying of Public Records in LIEU  
customary business hours.**

Branch Township  
6532 US 10 Fountain, MI 49410

Supervisor: Michael Shoup

Clerk: Kimberly Tenney

Treasurer: Kathleen Rodell

Trustee: Joe Fiers and Shirley Brayton

**Policy and Procedure for the Public Inspection and Copying of Public Records in LIEU  
customary business hours.**

1. Requests for public inspection and copying of public records may be made verbally and or in writing.
2. Said requests may be directed to the township official and or authorized individual responsible for said public records.
3. Any request made pursuant to Michigan's Freedom of Information Act, shall be subject to the statutory requirements of FOIA.
4. If a verbal request is made, the responding township official and or authorized individual shall prepare a checklist of items/records requested to be copied and or inspected. Said losing shall be present to the requesting party on the date set for inspection or copying.
5. The responding township official and or authorized individual may require the requesting party to countersign the checklist to indicate compliance with the verbal request.
6. The responding township official and or authorized individual shall be responsible for the production of the requested copies.
7. The requesting party may be filled for the copies and preparation time if applicable, pursuant to the schedule of charges established by the Township Board.
8. If the request is for inspection of public record, the responding township official and or authorized individual shall respond in a timely manner, not to exceed 5 business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
9. The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding township official and or authorized individual. The place designated for the requested inspection shall be the Township or the location where said public records are officially retained.
10. The responding township official and or authorized individual shall allow such inspection on a mutually agreed upon time and place.

11. The Assessor will let them know that the March Board of Review is the process for evaluations.

12. We have contracted with Greg Barnett Assessing to handle all of our Assessing requirements. All of the Township assessing records are maintained at the office of Greg Barnett Assessing (231-233-8161) or email [gsbarnett61@yahoo.com](mailto:gsbarnett61@yahoo.com). Inquiries and requests for assessing records should normally be directed to the Assessors Office. The assessor has all the latest electronic technology that enables him to respond to almost any request at once or within 48 hours or up to 7 days.

Signed: Kimberly Tenney Clerk

Date: 1-17-20

# BRANCH TOWNSHIP

Supervisor: Michael Shoup  
Clerk: Kimberly Tenney  
Treasurer: Kathleen Rodell  
Trustees: Joe Fiers Shirley Brayton

## POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS.

1. Request for public inspection and copying of public records may be made verbally and/or in writing.
2. Said requests may be directed to the township official and/or authorized individual responsible for said public records.
3. Any request made pursuant to Michigan's Freedom of Information Act, shall be subject to the statutory requirements of FOJA.
4. If a verbal request is made, the responding township *official* and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be present to the requesting party on the date set for inspection or copying.
5. The responding township official and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
6. The responding township official and/or authorized individual shall be responsible for the production of the requested copies.
7. The requesting party may be billed for the copies and preparation time if applicable, pursuant to the schedule of charges established by the Township Board.
8. If the request is for inspection of public record, the responding township official and/or authorized individual shall respond in a timely manner, not to exceed 5 business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
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Signed:

Michael Shoup

Date:

04/08/2026