

Township of Greendale, County of Midland, State of Michigan
Public Summary of the Procedures and Guidelines for Public Inspection and Acquisition of Public Records.

The Township Clerk is the FOIA Coordinator and FOIA requests should be in writing clearly stating needs.

The Assessor is designated to assist the public in inspection and copying of all property matters.

All requests must be answered within 5 business days of receipt of the request.

In the case of large requests, the Township may request an additional 10 days to respond.

The Township is not required to create any documents that do not already exist.

Requests for information regarding property records may be written or verbal.

Records may be inspected in person without charge by making an appointment with Staff.

Original documents SHALL NOT leave the premises.

Fees shall be charged for copies of documents provided to the public upon their request.

Photo copies shall be charged at the rate of 0.10 per letter or legal size sheet.

Postage shall be charged at the actual mailing cost, plus supplies.

Requests for large amounts of documents will be prepared and charged in 15 min increments

Labor costs will be charged at 10.00 per hour, charged in 15 min increments, rounded down.

A deposit of one-half of the cost will be required for any request expected to exceed 50.00.

Individuals documenting Indigence may receive free information up to 20.00.

Denial of a FOIA request, in part or the whole.

Requests for the creation of documents that do not exist will be denied.

Requests for information that is exempted from public inspection will be redacted.

Requests for information that is fully exempted from public inspection will be denied.

The FOIA Coordinator must notify the Requester of the cause for denial in the same 5 day period.

The Requester may appeal to the Twp Supervisor for an Administrative Hearing before the Board.

The Requester may appeal perceived excessive charges before the Board.

The Requester may seek judicial review in Circuit Court.

To make a request to review public records or receive copies of public records.

For general records, send a written request to the Greendale Township FOIA Coordinator,

Tracy G. Fair 1221 SE Countyline Road, Shepherd MI 48883.

For Property records, speak or write to the Greendale Township Assessor,

R James LeViere, 329 North Geneva Road, Shepherd MI 48883.

To make an appointment to review records, call R James LeViere, 989-772-2207;

Tracy G. Fair (989-828-4761) or the Twp Office at 989-317-3337.

Policy adopted by Resolution on the 13th day of June, 2015.