

OLIVER TOWNSHIP

5006 Hoffman St.
Elkton, MI 48731
Huron County, Michigan
www.olivertwp.net

A ZONED COMMUNITY

Supervisor: Larry Krohn
Trustee: Kevin McKenzie

Clerk: Robert Krohn
Trustee: Tom Ziel

Treasurer: Jeanette Renn
Assessor: Anthony Rutkowski

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

1. Requests for records will be accepted in person, in writing (via email or letter addressed to the Oliver Township Clerk) or by telephone. Please call 989-551-4147 for additional information or view the township website at olivertwp.net.
2. Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements.
3. 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 presented to the requesting party on the date set for inspection or copying. 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.
4. The responding township official and/or authorized individual shall be responsible for the production of the requested copies.
5. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the charges established by the township board. A copy of the billing charges is on the township website or can be obtained from any township board Member.
6. 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.
7. Since Oliver Township has no set business hours, the establishment of the date and time of the public inspection of the requested public records shall be at the discretion of the responding township official and/or authorized individual. The place designated for the requested inspection shall be at the Oliver Township Hall located at 5006 Hoffman St., Elkton, MI.
8. The responding township official and/or authorized individual shall allow such inspection between the hours of 9:00 AM and 5:00 PM, Monday through Friday, unless a different time and place is mutually agreed to by both parties.

Adopted by the Oliver Township Board at a regularly scheduled meeting held on Tuesday, May 2, 2017.

Robert Krohn
Oliver Township Clerk