

Johnstown Township, Barry County

POLICY & PROCEDURE FOR
PUBLIC INSPECTION & COPYING OF PUBLIC RECORDS
IN LIEU OF CUSTOMARY BUSINESS HOURS

Requests for public inspection and copying of public records may be made verbally and/or in writing.

If the request is for inspection of public record, the Johnstown Township official or authorized individual shall respond within five (5) business days from the date of the request.

The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding official. The place designated for the requested inspection shall be the Johnstown Township Hall or the location where said public records are officially retained.

The responding unit official shall allow inspection between the hours of 9:00AM and 5:00PM, Monday through Friday, unless mutually agreed to by the responding official and the requesting party.

The above policy and procedure was adopted at the regular session of the Johnstown Township Board on February 8, 2006.

Attested to by:
Sheri Babcock, Clerk