

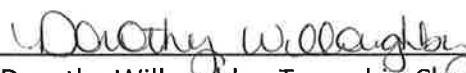
SOLON TOWNSHIP
PUBLIC INSPECTION OF RECORDS POLICY

1. Requests for records will be accepted in person (Monday – Wednesday), in writing via email (assessor@solontwp.org), or via telephone. Said requests should be directed to the Township Assessor for said public records. The Assessor will respond to an inquiry within 7 business days to supply requested information or schedule a meeting.
2. Contact information for staff is posted at the Solon Township Hall and on the Township website.
3. Any requests made pursuant to Michigan’s Freedom of Information Act shall be made to the FOIA coordinator in writing and shall be subject to the statutory requirements of FOIA.
4. Solon Township is open Monday – Wednesday from 9 am to 5 pm for record inspection or copies. These hours are also posted at Solon Township Hall and on the Township website (www.solontwp.org).
5. Informal disputes can be made by contacting the Assessor either in person or in writing.
6. Assessing records shall not be removed from the location provided for inspection. Original records shall not be marked, defaced, destroyed or otherwise altered.
7. Many public documents and forms are available on the Solon Township website as is general property and tax information.
8. This policy shall become effective on April 7th, 2022.

POLICY DECLARED ADOPTED.



Robert Ellick, Township Supervisor



Dorothy Willoughby, Township Clerk