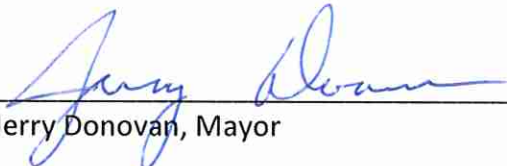


CITY OF THE VILLAGE OF DOUGLAS  
PUBLIC INSPECTION OF RECORDS POLICY  
Assessor's Office

In accordance with Public Act 660 of 2018, the City is required to have a published policy under which the Assessor's office is reasonably accessible to the public.

1. Requests for records will be accepted in person, in writing via email ([assessor@douglasmi.gov](mailto:assessor@douglasmi.gov)), or via telephone. Said requests should be directed to the City Assessor for said public records. The Assessor will respond to an inquiry within seven (7) business days to supply requested information or schedule a meeting.
2. Contact information for staff is posted at City Hall and on the City website.
3. Any requests made pursuant to Michigan's Freedom of Information Act (FOIA) shall be made to the FOIA coordinator in writing and shall be subject to the statutory requirements of FOIA. The City Clerk is the FOIA coordinator.
4. City Hall is open Monday – Friday from 8 am to 4:30 pm for record inspection or copies. These hours are also posted at City Hall and on the City website ([www.douglasmi.gov](http://www.douglasmi.gov)).
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 City website. General property and tax information is also available on the City website.
8. This policy shall become effective on May 2, 2022, 2022.

POLICY DECLARED ADOPTED.

  
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Jerry Donovan, Mayor

  
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Pam Aalderink, City Clerk