

**CITY OF CARO**  
**For the Public Inspection and Copying of Public Records**  
**In Lieu of Customary Business Hours**

1. Request for public inspection and copying of public records may be made verbally and/or in writing.
2. Said request may be directed to the city official or authorized individual responsible for said public records.
3. Any request made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
4. If verbal request is made, the responding city official 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.
5. The responding city official or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
6. The responding city official or authorized individual shall be responsible for the production of the requested copies.
7. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the City Council.
8. If the request is for inspection of public record, the responding city official 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.
9. The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding city official or authorized individual. The place designated for the requested inspection shall be the City Hall or the location where said public records are officially retained.
10. The responding city official or authorized individual shall allow such inspection between the hours of 9:00 AM and 5:00 PM, Monday through Friday, unless mutually agreed to by the responding city official or authorized individual and the requesting party.

Adopted by Council: May 5, 2014

Policy # 14-25