

GANGES TOWNSHIP
PUBLIC INSPECTION OF RECORDS POLICY
Assessor's Office

In accordance with Public Act 660 of 2018, the Township 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 (gangesassessor@gmail.com), or via telephone. Said requests should be directed to the 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 the Township Hall and on the Township 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 Township Clerk is the FOIA coordinator.
4. The Township Hall is open Monday & Tuesday from 8 am to 1:00 pm and also on Thursday from noon to 5:00 pm for record inspection or copies. These hours are also posted at the Township Hall and on the Township website (www.gangestownship.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 Township website. General property and tax information is also available on the Township website.
8. This policy shall become effective on MAY 17, 2022.

POLICY DECLARED ADOPTED.



John Hebert, Township Supervisor



Robin Phelps, Township Clerk