

JORDAN TOWNSHIP
Assessment Records Access Policy
Policy Number 2024-3

**ASSESSOR CONTACT INFORMATION & POLICY REGARDING
ACCESS TO ASSESSMENT RECORDS**

Assessors: Emily Selph, MMAO R-9527
Anna Wasylewski, MAAO R-7691

Cell Phone Number: 231-487-2456

E-Mail: assessor@jordan-township.org

Mailing Address: Jordan Township Assessor
PO Box 385
East Jordan, MI 49727

Response Time: The assessor will respond to requests for information within 7 business days.

Office Hours: The assessor will hold regular office hours, not less than monthly. Office hours will be posted on the township's website.

In person meetings: The assessor will be available to meet in person during their office hours or the assessor can be contacted to schedule an alternate time.

Questions/Disputes: Throughout the year and upon receipt of the annual Notice of Assessment, Taxable Valuation, and Property Classification, taxpayers with questions or concerns are encouraged to contact the assessor. The assessor will make reasonable efforts to hear taxpayer concerns, gather additional information if needed, take appropriate action in response, and convey the outcome to the taxpayer.

Inspection/Copy Requests: Requests to inspect and/or copy assessment records will be accepted and responded to in accordance with the Jordan Township Public Inspection of Records Policy # 2024-3.

Records Location: Physical assessing records are officially retained at the Jordan Township Hall located at 2647 Mt. Bliss Rd, East Jordan MI 49727. The Assessors are the official custodians of Digital assessing records.

Motion to accept Policy# 2024-3 offered by Sue F.; supported by Steve H.

Unanimous vote to approve.

Adopted at the Regular Meeting on February 26, 2024

Signature:

Marlena M Wilson

Jordan Township Clerk

JORDAN TOWNSHIP
Public Inspection of Records Policy
Policy Number 2024-4

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

- 1) Requests for public inspection and copying of public records may be made in writing.
- 2) Said request may be directed to the township official and/or authorized individual responsible for said public records.
- 3) Any requests made pursuant to Michigan's Freedom of Information Act (FOIA), shall be made to the township clerk and shall be subject to the statutory requirements of FOIA.
- 4) The responding township official and/or authorized individual shall be responsible for the production of the requested copies.
- 5) The requesting party shall be billed for the copies and preparation time if applicable, pursuant to the schedule of charges established by the Township Board.
- 6) If the request is for inspection of public records, the responding township official and/or authorized individual shall respond in a timely manner, not to exceed five (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.
- 7) The establishment of the date and time of the public inspection of the requested public records shall be at the discretion of the responding township official and/or authorized individual. The place designated for the requested inspection shall be the Township Hall or the location where said public records are officially retained.
- 8) The responding township official and/or authorized individual shall allow such inspection during regular office hours as posted on the township's website, or if no regular hours then between the hours of 9:00 AM and 5:00 PM Monday through Friday, or at another time mutually agreed to by the responding township official and/or authorized individual and the requesting party.

**Motion to accept Policy# 2024-4 offered by Sue Falco ;
supported by Steve Houtman . Unanimous vote to approve.**

Adopted at the Regular Meeting on February 26, 2024

Signature:

Marlene M Wilson
Jordan Township Clerk