

Gaines Charter Township
Public Inspection of Records Policy

1. Requests for records will be accepted in person, in writing (via email or letter addressed to Gaines Charter Township) or via telephone. Said requests may be directed to the Township official or authorized individual responsible for said public records.
2. Any records made pursuant to Michigan's Freedom of Information Act shall be made to the Gaines Township FOIA coordinator in writing and shall be subject to the statutory requirements of FOIA
3. Gaines Charter Township office is open on a regular and consistent basis for record inspection or copies. These hours are posted at the Township Office building and on the Township website.
4. Contact information for staff is posted on the Gaines Charter Township website or is available by phone call to 616.698.6640.
5. Many public documents and forms are available on the Gaines Charter Township website including property and tax information.
6. When phone calls are not answered immediately response to voice mails or requests will be made as soon as possible. Emails and written responses will be treated in the same manner.
7. When requested, appointments will be scheduled at a mutually agreed upon time.

Adopted by the Gaines Charter Township Board at a regularly scheduled meeting held on Monday, December 8, 2014.

Crystal Osterink
Gaines Township Clerk