

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

Requests for public inspection and copying of public records may be made verbally or in writing. If the request is for inspection of public records, the responding township official and/or authorized individual shall respond within five (5) business days from the date of the request.

The establishment of the date and time of the public inspection of the requested public records shall be at the discretion of the responding official. The responding unit official shall allow for inspection between the usual business hours of 9:00 A.M. and 5:00 P.M, Monday through Friday unless a holiday, and unless mutually agreed to by the responding official and the requesting party.

The place designated for the requested inspection shall be at the Township Hall or the location of where said public records are officially retained if the location is not the Township Hall.

Riley Township Assessor:

For Written Requests: Michelle E. Preston, Assessor
 P.O. Box 118
 Laingsburg, Michigan 48848

For Verbal Requests: Michelle E. Preston, Assessor
 Phone: 989.640.6140

For E-Mail Requests: rileytwpassessor@gmail.com

Assessing records are officially retained at:

7110 W. Pratt Rd.
DeWitt, Michigan 48820



Lisa Powell, Clerk
Riley Township