

**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 and in writing.

If the request is for inspection of public records, the responding township official and/or authorized individual shall respond within 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:AM and 5:00 PM, 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.

Norwood Township Assessor:

For Written Requests: Al Enciso, Assessor
Norwood Township
PO Box 936
Petoskey, MI 49770

For Verbal Requests: Al Enciso, Assessor
Norwood Township
Phone: (231) 838-2988

For E-Mail Requests: ae2morgan@aol.com

Assessing records are officially retained at:

10075 Rogers Road
Alanson, MI 49706