

# City of East Grand Rapids

## Public Inspection of Records Policy

1. Requests for records will be accepted in person, in writing (via email or letter addressed to City of East Grand Rapids) or via telephone. Said requests may be directed to the City 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 City of East Grand Rapids' FOIA coordinator in writing and shall be subject to the statutory requirements of FOIA.
3. City of East Grand Rapids office is open on a regular and consistent basis for record inspection or copies. These hours are posted at the City Office building and on the City website.
4. Contact information for staff is posted on the City of East Grand Rapids website or is available by phone call to 616-949-2110.
5. Many public documents and forms are available on the City of East Grand Rapids 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 City of East Grand Rapids at a regularly scheduled meeting held on Monday, September 21, 2015.



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Karen Brower  
City Clerk