

BAY BLUFFS – EMMET COUNTY CARE FACILITY
INSPECTION OF RECORDS POLICY

Public Inspection of Records

Upon receiving a verbal request to inspect Bay Bluffs – Emmet County Care Facility (Bay Bluffs) records, Bay Bluffs will furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person will be allowed to inspect public records during usual business hours, not less than four hours per day. The public does not have unlimited access to Bay Bluffs offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of Bay Bluffs personnel.

Bay Bluffs officials, appointees, staff or consultants/contractors assisting with inspection of public records will inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

In coordination with the official responsible for the records, the FOIA Coordinator will determine on a case-by-case basis when Bay Bluffs will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

The FOIA Coordinator is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

A person cannot remove books, records or files from the place Bay Bluffs has provided for the inspection.

No documents will be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official will be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

Copies May Be Required to Enable Public Inspection of Records

In coordination with the official responsible for the records, the FOIA Coordinator will determine on a case-by-case basis when Bay Bluffs will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

A fee may be charged for copies made to enable public inspection of records, according to Bay Bluffs FOIA policy.

(Derived from a form created by the Michigan Townships Association, April 2015)