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Alfred Mattioli  
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Joe Laier  
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## **POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS, FOR DEERFIELD TOWNSHIP IN LIVINGSTON COUNTY, MICHIGAN**

1. Requests for public inspection and copying of public records may be made via email, verbally or in writing.
2. Said requests or to arrange an in-person meeting may be directed to the Deerfield Township Assessor, Tamara Mattioli via email at assessor@deerfieldtwp.org or by calling 517-546-8760
3. Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA. If verbal request is made, the Deerfield Township Assessor and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
4. Please contact the above Deerfield Township Assessor, to informally hear, discuss and resolve any disputes brought by taxpayers before the March meeting of the Board of Review.
5. The Deerfield Township Assessor and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
6. The Deerfield Township Assessor and/or authorized individual shall be responsible for the production of the requested copies.
7. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the Deerfield Township Board.
8. If the request is for inspection of public record, the Deerfield Township Assessor and/or authorized individual shall respond in a timely manner, not to exceed 5 business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
9. The establishment of the date and time of the public inspection of the requested public records, shall be in the discretion of the Deerfield Township Assessor and/or authorized individual. The place designated for the requested inspection shall be the Deerfield Township Hall or the location where said public records are officially retained.
10. The Deerfield Township Assessor and/or authorized individual shall allow such inspection between the hours of 10:00 AM to 3:00 PM, Monday, Wednesday & Thursday, unless mutually agreed to by the Deerfield Township Assessor and/or authorized individual and the requesting party.

Adoption Date: 1.9.2025

*Looking at our past, leads to our future*