

Spaulding Township Assessing Department  
Policy & Procedures for Public Inspection of Records  
Adopted 9-4-2025

**Public Inspection of Records**

Upon receiving a verbal request to inspect township records, the township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspections and examination of its public records. A person shall be allowed to inspect public records during usual business hours, not more than four hours per day, Monday through Friday. The public does not have unlimited access to township offices or facilities, and a person may be required to inspect records at a specified counter or table and in view of the township personnel.

Township officials, appointees, staff and consultants/contractors assisting with inspection of public records shall 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 shall determine on a case by case basis when the township will provide copies of original records, to all 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 email, even if the public does not specifically request a digital file or email.

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

No documents shall 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 shall 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.

Questions may be directed to the Assessor 989-777-0950 or e-mailed to [office@spauldingtwp.com](mailto:office@spauldingtwp.com), response to all inquiries will be promptly addressed and not to exceed 7 days. If you wish to meet with the Assessor, please call the number listed. If the Assessor is not available, leave a message and the Assessor or Associate will return your call to schedule an appointment. Most assessing information is available at the Township website, [office@spauldingtwp.com](mailto:office@spauldingtwp.com). Also, for your convenience, some assessing information is available at Saginaw County GIS site, ([www.sagagis.org](http://www.sagagis.org)). After assessment notices are received, if you wish to meet with the assessor prior to the March Board of Review to discuss or resolve a dispute contact the Assessor at 989-777-0950 to schedule an appointment.

Current office hours: Monday, Tuesday & Thursday 10:00 am through 3:00 p.m.  
Wednesday Noon through 5:00 p.m.