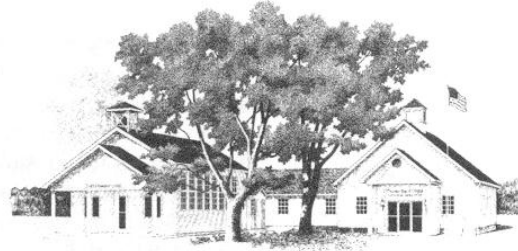


# CHARTER TOWNSHIP OF CLAYTON

2011 South Morrish Road • Swartz Creek, Michigan 48473  
Ph. (810) 635-4433 • Fax (810) 635-4526 • claytontownship.org

Chris Gehringer – Supervisor  
Dennis Milem – Clerk  
Rick Caruso - Treasurer



Greg Childers – Trustee  
Mike Crockett - Trustee  
Tamara Kapraun - Trustee  
Rich Tesner - Trustee

## FREEDOM OF INFORMATION ACT POLICIES AND PROCEDURES ADDENDUMS TO CURRENT POLICIES DOCUMENTS NOT REQUIRING A F.O.I.A. REQUEST

### DOCUMENTS NOT REQUIRING A F.O.I.A. REQUEST FORM

Minutes (all Boards, Commissions, Committees, etc.)	Agendas
Voter Registration Information	Absent Voter Ballot Information
Finances (copies of individual)	Budget – Bills List – Quarterly Report
Water and Sewer Bills	Water and Sewer History
Tax Bills or Receipts	Building Permit Information
Assessing Record Cards (Field)	Property Transfer Affidavits
Principal Resident Exemptions (Affidavits)	Rescinds (Property)
Deeds	Pictometry Shots of Owners Property
PA 116 Forms (Department of Agriculture)	PA 116 Forms (No uncapping due to retaining Agricultural use)
Plats	Cemetery Records
Policies and Procedures	Board of Review Information
Real Estate Summary Sheets	Land Division Information
Sales Studies (From assessing)	Copies of Small Maps (Section Maps)

### ADDITIONAL F.O.I.A. POLICIES AND PROCEDURES CHANGES

#### The Charter Township of Clayton:

- Charges .05 cents per sheet for F.O.I.A. requests and copies.
- Shall not charge an hourly cost for any request that does not require more than one (1) hour to retrieve, disseminate, and redact.
- Reserves the right to request an F.O.I.A. if any information, which has been requested, is determined to be over burdensome to Clayton Township.
- Reserves the right to charge for any information requested which is over ten (10) pages.