

Bay County Department of Water and Sewer Inspection of Records Policy

Public Inspection of Records

Upon receiving a verbal request to inspect Bay County Department of Water and Sewer (BCDWS) records, the BCDWS shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours. The public does not have unlimited access to BCDWS offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of BCDWS personnel.

BCDWS officials, appointees, staff or 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 BCDWS 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 BCDWS Director, or their designee, 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 the BCDWS 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.

Copies May Be Required to Enable Public Inspection of Records

In coordination with the official responsible for the records, the FOIA coordinator or their designee will determine on a case-by-case basis when the BCDWS 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 will be charged for copies made to enable public inspection of records, according to the township's FOIA policy.

EFFECTIVE DATE: June 24, 2015

APPROVED: Board of County Road Commissioners, County of Bay



Richard S. Gromaski, Chairman