

Victory Township: Public Inspection of Records Policy

Michigan law provides that citizens have a right to access public records and documents. More specifically, the General Property Tax Act, (Public Act 206 of 1893), as amended), provides that all property assessment rolls and property appraisal cards be made available for public inspection and copying, including the option of posting of such records to allow electronic access.

MCL 21.10a, part of the General Property Tax Act, requires that "All property assessment rolls and property appraisal cards shall be available for inspection and copying during the customary business hours.

Upon receiving a verbal request to inspect township records, the township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

Request for public inspection and copying of public records may be made verbally and/or in writing. In addition, requests can be e-mailed, sent via first class mail and/or faxed.

By Appointment, the Victory Township Assessment Records along with property appraisal cards can be inspected during normal business hours from 8 AM – 5:00 PM – Monday thru Friday at the Victory Township Hall, Stiles Road, Scottville, MI 49454. Appointments can be made by contacting the Victory Township Assessor, at 231-510-0076 or nanc992001@yahoo.com.

In addition, Assessment Records and appraisal records cards can be inspected on the weekends and/or evenings at the Victory Township Hall, Stiles Rd., Scottville, MI 4454 by appointment. Appointments can be made by contacting the Victory Township Assessor, at 231-510-0076 or nanc992001@yahoo.com.

Lastly, contact the Victory Township Assessor to arrange a date and time for inspection of assessment records, forms associated with assessments and/or questions at 231-510-0076 or nanc992001@yahoo.com.

Every effort will be made to comply with the requestor. No books, records, and files shall be removed from Victory Township Hall, except by the order of the judge of any court of competent jurisdiction, or in response to a subpoena issued therefrom, or for audit purposes. There is not charge for inspection of assessment records. Request for assessment information can also be mailed by first class mail to 5635 W. Dewey Road, Ludington, MI 49431; Nancy Vandervest.

Copies may be required to enable public inspection of records. In coordination with the official responsible for the records, the FOIA coordinator will determine (by policy, on a case-by-case basis, or both) when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original information.

On the Motion of Jerome Pepes Supported by Bob Kestling, the above Public Inspection Policy was adopted at the August 3, 2015 Meeting of the Board of Trustees.

AYES: All

NAYES: NONE

Township Clerk: Barbara J Egel

Township Supervisor: James Magee

Victory Township Assessor
Nancy Vandervest, 5635 W. Dewey Rd.
Ludington, MI 49431
231-510-0076
FAX 231-845-8270
Nanc992001@yahoo.com