

## CITY OF PETERSBURG

### POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS

- 1) Requests for public inspection and copying of public records may be made verbally and/or in writing.
- 2) Said requests may be directed to the City of Petersburg Clerk and/or authorized individual responsible for said public records.
- 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.
- 4) If a verbal request is made, City of Petersburg Clerk 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.
- 5) The City of Petersburg Clerk and/or authorized individual may require the requesting party to counter sign the checklist to indicate compliance with the verbal request.
- 6) The responding City of Petersburg Clerk 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 City of Petersburg.
- 8) If the request is for inspection of public record, the City of Petersburg Clerk and/or authorized individual shall respond in a timely manner, not to exceed 7-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 at the discretion of the City of Petersburg Clerk and/or authorized individual. The place designated for the requested inspection shall be the City of Petersburg, 24 E. Center St., Petersburg, Michigan.
- 10) The City of Petersburg Clerk and/or authorized individual shall allow such inspection during the regularly posted City of Petersburg public office hours unless mutually agreed to by the City of Petersburg Clerk and/or authorized individual and the requesting party. City Clerk email: [Pburg@cass.net](mailto:Pburg@cass.net) and office phone 734-279-1210.
- 11) **Property Assessment and Tax Records:** Information can be obtained online at: [Home | City of Petersburg | BS&A Online](#). To informally hear or resolve disputes brought by taxpayers before the March meeting of the Board of Review, the Assessor's regularly scheduled office hours are on Tuesdays from 9am until 1pm unless otherwise posted. For additional inquiries about how to request to inspect or for the production of records maintained by the Assessor's office, you can reach the Assessor, Karen Jo Lieb, at the following: 1) Office Telephone: 734-279-1210/cell phone: 734-347-2238 -or- 2) Email at [Assessor@d-pcomm.net](mailto:Assessor@d-pcomm.net). The Assessor or employee of the Assessor's office will respond within seven (7) business days. The taxpayer or requesting party can use the telephone or electronic email address to arrange for an in-person meeting for purposes of discussing an inquiry regarding assessment information.

ADOPTED: February 17<sup>th</sup>, 2026