

Ada Township Public Inspection of Records Policy

1. Requests for public inspection and copying of public records may be made verbally and/or in writing. Said requests may be directed to the city official and/or authorized individual responsible for said public records.
2. 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.
3. Contact information for staff is available at Township Hall and on the Ada Township website.
4. Many public documents, forms, tax information and property information are available on the Ada Township website.
5. If the request is for inspections of public record, the responding city official and/or authorized individual shall respond in a timely manner, not to exceed 5 business days, from the date of the said request. Said response shall indicate the date, time and place when said public inspection of the requested records shall take place.
6. The responding city official and/or authorized individual shall allow inspection between the hours of 8:00 am and 5:00 pm Monday through Friday at Township Hall where said public records are officially obtained.