

WHEELER TOWNSHIP PUBLIC RECORDS POLICY

ADOPTED BY THE TOWNSHIP BOARD ON

FEBRUARY 10, 2015

Wheeler Township allows for all residents and nonresidents to come in and view or obtain copies of various Township records and documents. Our Public Policy is as follows:

All records are considered public records and are able to be viewed by the public during regular business hours.

The hours the Township Hall is open and records may be viewed is posted on the front door of the Township Hall.

Records available for viewing are tax records, property record cards, meeting minutes etc. Copies of property record cards can also be emailed or faxed from the Assessor's Office to the requester. Records and documents that cannot be viewed or copied are Personnel Records, Voter Registrations and anything that is of a personal nature or contains social security numbers or other personal information.

The Township also maintains an on line Web Page that allows for access of property record cards, zoning information, permit applications, and various other things.

Copies of a resident's or taxpayers tax bills and property record cards will be provided free of charge for your own.

Other copies requested will require a FOIA form to be filled out in the Clerk's office.

There will be a charge for FOIA request that is 10 cents per sheet or copy, plus an hourly charge of \$10 per hour for assembling the documents.

THE WHEELER TOWNSHIP BOARD