

Arthur Township Policy For Viewing Documents and Files

When requesting to view Arthur Township documents or files that are considered public information the following rules will apply:

1. Only information deemed to be public information can be viewed.
2. The viewer will be asked to sign a document viewing register.
3. The number of sheets in the file will be counted by the Clerk, Building Official or Zoning Administrator before and after viewing while the viewer is present. The number will be documented on the viewing register.
4. No original documents or files can be taken out of the Town Hall.
5. If the viewer requests a copy of a document or file, there will be a charge of 20 cents per page. If the file has a large number of pages the party requesting the copy may be charged an additional fee for the Clerk's time involved in making the copies.
6. Requests for viewing or copies of documents and files will be honored only at the office hours posted on the Town Hall message Board.

