



Michigan Cooperative Liquid Assets Securities System ("Michigan CLASS")

Policy regarding Inspection of Records

Public Inspection of Records

Upon receiving a verbal request to inspect Michigan CLASS records, Michigan CLASS shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records. Michigan CLASS shall make efforts to furnish such records in a location convenient to the requestor, unless such requestor is from out-of-state, in which case a location in the State of Michigan shall be identified.

A person shall be allowed to inspect public records during usual business hours, not less than four hours per day. The public does not have unlimited access to Michigan CLASS offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of Michigan CLASS personnel.

Michigan CLASS officials, appointees, staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

In coordination with the official responsible for the records, the FOIA coordinator shall determine on a case-by-case basis when Michigan CLASS will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

The FOIA Coordinator is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

A person cannot remove books, records or files from the place Michigan CLASS has provided for the inspection.

No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

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 or on a case-by-case basis, as applicable, when Michigan CLASS will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

A fee will be charged for copies made to enable public inspection of records, according to the Michigan CLASS FOIA policy.