

**POLICY & PROCEDURE FOR PUBLIC
INSPECTION & COPYING OF PUBLIC
ASSESSOR RECORDS IN LIEU OF CUSTOMARY
BUSINESS HOURS**

Requests for public inspection and copying of public records may be made verbally and in writing. If the request is for inspection of public records, the responding township official and/or authorized individual shall respond within 5 business days from the date of the request.

The establishment of the date and time of the public inspection of the requested public records shall be at the discretion of the responding official. The responding unit official shall allow for inspection between the usual business hours of 9:00 AM and 5:00 PM, Monday through Friday unless a holiday, and unless mutually agreed to by the responding official and the requesting party. The place designated for the requested inspection shall be at the Township Hall or the location where said public records are officially retained if the location is not the Township Hall.

Boardman Township Assessor:

For Written Requests: Jessica Plude, Assessor
Boardman Township
PO Box 1506
Kalkaska MI 49646

For Verbal Requests: Jessica Plude, Assessor
Boardman Township
(231) 564-0206

For E-mail Requests: Jessica Plude, Assessor
Boardman Township
assessorjessica@gmail.com

Assessing records are officially retained at:

Boardman Township
4855 Pine St
PO Box 88
South Boardman MI 49680

Property Search & Mapping can be found at
<https://www.kalkaskacounty.net/departments/equalization/index.php>

Property Record Card Information can be found at <https://bsaonline.com>
Select "Choose a municipality and get started"

Note: Boardman Township does not have a policy for informally hearing and solving disputes prior to March Board of Review.