

## City of Cedar Springs Standard Operating Policy

SUBJECT: Policy Regarding Public Inspection of Assessing Records      Policy Number: 14

Effective Date: August 13, 2015

### PURPOSE:

Section 211.10a of the General Property Tax Act States: All property assessment rolls and property appraisal cards shall be available for inspection and copying during the customary business hours.

### POLICY:

The City of Cedar Springs is open during customary business hours which are considered Monday through Friday from 9:00 A.M. to 5:00 P.M. The assessment Roll(s) are located on the counter behind the front office. They are available for inspection and copying anytime the office is open. The Assessor is in the office limited hours each week. If the Assessor is in the office, the Assessor will assist any member of the public in inspecting a record card and making the cards available for copying. In the absence of the Assessor, other City employees are able to assist the public in inspecting record cards and making the cards available for copying.

The City of Cedar Springs is also utilizing internet services from BS&A software. The public may, at any time, look up assessment information using this service. The link to the internet services is on both the Assessor's and Treasurer's page of the City's website at [www.cityofcedarsprings.org](http://www.cityofcedarsprings.org).