

**ASSESSING PUBLIC INSPECTION OF RECORDS PROCEDURE:** New Baltimore's Assessing Department is accessible to the public for inspection and copying of public records during customary business hours. The Assessing Department is open to the public Monday through Friday from 8:00 a.m. to 4:30 p.m., except government holidays. Job duties include out of the office responsibilities, please call before visiting this department 586-725-2151 ext. 114 or 106.

The Assessing Department timely responds to any requests to inspect assessing public records usually same day or by informing the requester of the front counter location, hours of operation, and free online availability with BS&A software which can be accessed at [www.cityofnewbaltimore.org](http://www.cityofnewbaltimore.org).

**Fees for copies:** The Assessing Department charges \$10.00 per field sheet for copies, except for homeowners who request a copy of their own property record card, there is no fee.

**FOIA:** Custom Assessing reports or other extensive document requests may be referred to the City of New Baltimore Clerks Office to complete a Freedom of Information Act (FOIA) request form, along with proper fee requirements for processing. The FOIA Coordinator has 5 (five) days to respond.