

## **Freedom of Information Act**

### **Viewing of Public Records Guidelines**

Records approved for viewing will be made available:

- upon appointment with the Clerk
- at City Hall, 547 N. Carney Drive, St.Clair, Mi 48079
- between the hours of 8:30am-4:30pm
- does not require administration to oversee
- will be conducted in the conference room with the door open