

WARREN ASSESSING DEPARTMENT'S PUBLIC RECORD INSPECTION AND COPYING PROCEDURE

Availability during customary business hours:

The City of Warren's Assessing Department is accessible to the public for inspection and copying of public records during customary business hours. The Assessing Department, located on the third floor of City Hall, is open to the public Monday through Friday from 8:30 a.m. to 5:00 p.m., except government holidays. The Assessing staff includes eleven full-time employees, including one support staffers, nine Appraisers, a Deputy City Assessor, and a City Assessor. During these hours, the Assessing Department staff is available to take requests to inspect or copy public records.

Request to inspect property appraisal cards or property assessment rolls in writing or in person:

The property appraisal cards are digitized and integrated with BS&A software (which is used for property assessment and tax administration). This information can be accessed at www.cityofwarren.org under the Assessing Departments page. The link is near the bottom of the page and is listed as "Assessing BSA Property Tax Information".

The Assessing Department's front counter has one computer accessible by the public to inspect property appraisal cards. The Assessing Department counter also has employee computers to help members of the public inspect appraisal cards. Finally, the Department keeps hard copies of the property appraisal cards in the office.

The Assessing Department keeps the current year assessing roll and approximately 20 years of past assessing rolls in its office for inspection.

The Assessing Department timely responds to any written requests to inspect assessing public records by informing the requester of the front counter location and hours of operation.

Request for copies of property appraisal cards, property assessment rolls, or other assessing public records in person:

Assessing Department staff will copy property appraisal cards, property assessment rolls, and other assessing public records for members of the public that request such information at the front counter.

FOIA:

On rare occasions when the public document request is extensive, the Assessing Department asks the requester to complete a Request for Public Record Form. This can be requested through the City of Warren's website.