

Revised Statutes of 1846 (EXCERPT)

R.S. of 1846

Township Clerk.

41.65 Custody of records, books, and papers; preservation; delivery to successor in office; accounts; accounting records; journals and ledgers.

Sec. 65. The township clerk of each township shall have custody of all the records, books, and papers of the township, when no other provision for custody is made by law. The township clerk shall file and safely keep all certificates of oaths and other papers required by law to be filed in his or her office, and shall record those items required by law to be recorded. These records, books, and papers shall not be kept where they will be exposed to an unusual hazard of fire or theft. The township clerk shall deliver the records, books, and papers on demand to his or her successor in office. The township clerk shall also open and keep an account with the treasurer of the township, and shall charge the treasurer with all funds that come into the treasurer's hands by virtue of his or her office, and shall credit him or her with all money paid out by the treasurer on the order of the proper authorities of the township, and shall enter the date and amount of all vouchers in a book kept by the township clerk in the office. The township clerk shall also open and keep a separate account with each fund belonging to the township, and shall credit each fund with the amounts that properly belong to it, and shall charge each fund with warrants drawn on the township treasurer and payable from that fund. The township clerk shall be responsible for the detailed accounting records of the township utilizing the uniform chart of accounts prescribed by the state treasurer. The township clerk shall prepare and maintain the journals and ledgers necessary to reflect the assets, liabilities, fund equities, revenues, and expenditures for each fund of the township.

History: R.S. 1846, Ch. 16;—Am. 1850, Act 66, Imd. Eff. Mar. 5, 1850;—CL 1857, 557;—CL 1871, 701;—Am. 1875, Act 178, Imd. Eff. May 1, 1875;—How. 739;—CL 1897, 2338;—CL 1915, 2117;—CL 1929, 1005;—CL 1948, 41.65;—Am. 1989, Act 77, Imd. Eff. June 20, 1989.

41.66 Book of records; transcription of minutes of township meeting; entering order, direction, or rule; availability of book and other writings to public.

Sec. 66. The township clerk shall transcribe, in the book of records of the township, the minutes of the proceedings of each township meeting held in the township, and shall enter in the book, each order, direction, or rule made by the township meeting. The book and any other writing prepared, owned, used, in the possession of, or retained by the township clerk in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

History: R.S. 1846, Ch. 16;—CL 1857, 558;—CL 1871, 702;—How. 740;—CL 1897, 2339;—CL 1915, 2118;—CL 1929, 1006;—CL 1948, 41.66;—Am. 1977, Act 159, Imd. Eff. Nov. 8, 1977.

41.67 Return to county clerks of names and addresses of officers elected or appointed.

Sec. 67. The township clerk of each township, and the city clerk of each city, shall, immediately after the qualifying of the officers elected or appointed in their respective townships and cities, return to the clerks of their respective counties the names and addresses of all such officers.

History: R.S. 1846, Ch. 16;—CL 1857, 559;—Am. 1869, Act 103, Eff. July 5, 1869;—CL 1871, 703;—Am. 1873, Act 53, Imd. Eff. Mar. 27, 1873;—How. 741;—Am. 1885, Act 55, Imd. Eff. Apr. 23, 1885;—CL 1897, 2340;—CL 1915, 2119;—CL 1929, 1007;—CL 1948, 41.67;—Am. 1989, Act 77, Imd. Eff. June 20, 1989.

41.68 Repealed. 1974, Act 26, Imd. Eff. Feb. 26, 1974.

Compiler's note: The repealed section pertained to notice of election of justice of the peace.

41.69 Township clerk; bond; deputy.

Sec. 69. Each township clerk, within the time limited for filing the oath of office and before entering upon the duties of the office, shall give a bond to the township in the sum and with sureties that the township board requires and approves, conditioned for the faithful discharge of the duties of the office according to law, including the safekeeping of the records, books, and papers of the township in the manner required by law, and for their delivery on demand to the township clerk's successor in office. The bond shall be filed in the office of the supervisor. The township clerk shall appoint a deputy, who shall serve at the pleasure of the clerk. The deputy shall take an oath of office and file the oath with the clerk. In case of the absence, sickness, death, or other disability of the clerk, the deputy shall possess the powers and perform the duties of the clerk, except the deputy shall not have a vote on the township board. The deputy shall be paid by salary or otherwise as the township board determines. With the approval of the township clerk, the deputy may assist the

township clerk in the performance of the township clerk's duties at any additional times agreed upon between the board and the clerk, except the deputy shall not have a vote on the township board.

History: R.S. 1846, Ch. 16;—CL 1857, 561;—CL 1871, 705;—Am. 1875, Act 178, Imd. Eff. May 1, 1875;—How. 743;—CL 1897, 2342;—CL 1915, 2121;—CL 1929, 1009;—CL 1948, 41.69;—Am. 1977, Act 33, Imd. Eff. June 22, 1977;—Am. 1982, Act 230, Imd. Eff. Sept. 16, 1982;—Am. 1989, Act 77, Imd. Eff. June 20, 1989.