# VANDERBURGH COUNTY, INDIANA

Request For Records Pursuant To Indiana Access To Public Records Act
(I.C. 5-14-3-1, et seq., as amended)

**Date of Request:** _____ **Time of Request:**_____

**Name of person requesting information:** _____

**Address:** _____

**Phone**: _____ E**-mail Address**: _____

**Organization:** _____

**Please identify as specifically as possible the information, record, or document requested (attach additional sheet if necessary):**
_____
_____
_____
_____

**Please indicate whether you wish to inspect the record or wish to obtain a copy**:

☐ **Inspect**          ☐ **Copy**

**I understand that the Public Records Act requires an initial response to my request, but not the actual production of records, within a statutorily specified time period. I understand that if I request copies of public records, those copies will be provided to me within a reasonable period of time after the initial response to my request. I further understand that if the request is denied, Vanderburgh County will respond in writing and state the statutory exception authorizing the withholding of all or part of the public record and the name and title or position of the person responsible for the denial. I am requesting that Vanderburgh County's response be mailed or e-mailed to me at the following address:**
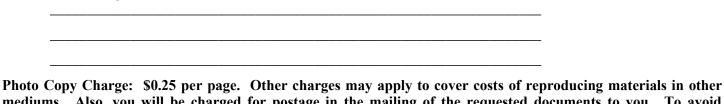
_____

_____

_____

**Photo Copy Charge: $0.25 per page. Other charges may apply to cover costs of reproducing materials in other mediums. Also, you will be charged for postage in the mailing of the requested documents to you. To avoid postage charges, you may pick up documents in person or send a self-addressed, stamped envelope. All charges must be paid to Vanderburgh County before the requested documents will be sent or given you.**

**Signature of requestor:**
_____

## Office Use Only

**Request received by (check one):**

**Mail**            _____

**Fax**             _____

**E-mail**          _____

**In Person**       _____


**Received by:** _____ **at** _____ ___.m. on _____, **2014**.

**Name of Department or Office:**  _____

**Sent to County Attorney for response on**: _____ **By**: _____

**Response sent to requestor on:** _____

**Name of person who sent response to requestor:** _____

**Amount of charges:** _____


_____                    _____
            **Information Received By**                                                             **Date**


_____                    _____
      **Vanderburgh County Representative**                                                   **Date**