

REQUEST FOR COPY OF PUBLIC RECORD

IC 5-14-3-3: Right to inspect and copy public agency records.

Sec 3 (a) Any person may inspect an copy the public records of any public agency during the regular business hours of the agency, except as provided in section 4 of this chapter. A request for inspection or copying must:

- (1) identify with reasonable particularity the record being requested; and
- (2) be, at the discretion of the agency, in writing on or in a form provided by the agency.

No request may be denied because the person making the request refuses to state the purpose of the request, unless such condition is required by other applicable statute.

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I, _____, request copies of the following records:

Name: _____

Address: _____

Representing:

Name of Company:

Address:

Date Requested: _____

Time: _____

Date Filed: _____

Time: _____

Amount received: _____

Received by: _____
