



## REQUEST FOR PUBLIC RECORD

State Form 57363 (1-24)

NATURAL RESOURCES COMMISSION

Date (month, day, year)		
Requester Name		
Requester Firm / Organization (if applicable)		
Requester Street Address (number and street)		
City	State	ZIP code
Requester Telephone Number (e.g. business, home, cell) (     )	Requester E-mail Address	
Please indicate the name and e-mail address <u>or</u> mailing address where the record(s) should be sent, if different from the requester above.		
Identify in <b>detail</b> the record(s)/document(s) that you are requesting (use additional pages if necessary):		

### Mail / Email / Drop off your public records request to:

NRC, Public Records Request  
Indiana Government Center North  
100 N. Senate Ave, Room N103  
Indianapolis, IN 46204

**Telephone Number:** (317) 232-4699  
**E-Mail Address:** PAC@nrc.IN.gov

## **Requests for Disclosure of Public Records Guidelines:**

General Rule: All records of a public agency are public records and must be disclosed upon request, unless the request falls under an exception provided by the Access to Public Records Act (APRA) of Indiana (codified in Indiana Code § 5-14-3). A public agency must state that a record falls under an identified APRA exception in order to withhold a specific record.

All Requests: APRA requires that all requests for inspection or copying of public records must identify those records with "reasonable particularity." This means a request must include a description of a record with enough detail to allow agency staff to locate and produce the requested record.

Response by Agency: APRA requires a public agency to acknowledge receipt of requests within a specified time.

Important Note: This requirement does not mean that the requested record(s) must be produced at that time. The record(s), if existing and disclosable, must be produced within a "reasonable time" after the request is received.

Request for E-mails: The requester must provide enough information to allow NRC to search for, locate, and retrieve the records requested. The requester must list the sender(s) and recipient(s), keywords or subject matter, and limit the request to a reasonable timeframe. If your request for e-mails is not sufficiently specific, NRC reserves the right to deny it or seek further clarification.

Records That Do Not Exist: Under APRA, an agency is not required to create any record(s) in response to a public record request. An agency is only required to disclose existing records.

Fees: Public agencies may charge fees for copies. No fees may be charged for inspection.

The fee schedule for copying or printing records, including scanning records to produce an electronic version, is as follows: \$.10 (black and white) or \$.25 (color) per one-sided page for standard sized 8.5" x 11" paper records.

Important Note: The fees set forth above are pursuant to Indiana Code § 5-14-3-8. NRC requires payment for fees in advance. Acceptable forms of payment are check or money order.

NRC Office Hours: NRC office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding Indiana State holidays and federal holidays.