



REQUESTING ACCESS OR COPY OF PUBLIC RECORD

State Form 54362 (9-10)

City of Logansport
Clerk Treasurer's Office
601 E Broadway, Room 203
Logansport IN 46947
574-753-4745 Fax: 574-753-9878
Clerk Treasurer, Mike Stajduhar
clerktreasurer@cityoflogansport.org

Pursuant to the Indiana Access to Public Records Act (Indiana Code 5-14-3),

I, _____ (name) would like to INSPECT and/or OBTAIN A COPY OF (circle the applicable) the following public records:

*** Please describe the records sought with enough detail for the agency to be able to respond.

Signature: _____ Date (month, day, year): _____

Contact Information (response to your request will be made using this information):

Phone Number: _____

Address: _____

Email: _____

Internal Use Only:

Request received by: _____ Date _____ Time _____

Response provided by: _____ Date _____ Time _____

Documents produced: Date _____ Time _____

Request for Public Records Information

The Access to Public Records Act (Act) was enacted to permit the citizens of Indiana broad and easy access to public documents. The citizens of Indiana have the right to obtain information relating their government and to more fully participate in the governmental process. The Act defines a public record as:

. . . any writing, paper, report, study, map, photograph, book, card, tape recording, or other material that is created, received, retained, maintained, or filed by or with a public agency and which is generated on paper, paper substitutes, photographic media, chemically based media, magnetic or machine readable media, electronically stored data, or any other material, regardless of form or characteristics. Ind. Code 5-14-3-2.

What kind of documents are not accessible?

The Act and its broad definition of public records renders most documents accessible to the public. However, the Act specifically excludes certain types of documents from disclosure, and therefore, from public access. These exceptions can be found in Indiana Code 5-14-3-4.

When can public records be accessed?

The Act permits the public access to public records during the regular business hours of the particular public agency from which the records are sought. Once the City responds that there are disclosable public records that will be provided to comply with a request, the compilation and copying of any such documents may not unreasonably interfere with the other business of that agency.

How can public records be accessed?

A request for the inspection or copying of public records *must identify with reasonable particularity* the record being requested. The City of Logansport requires the public's request to be in writing on a form provided by the agency.

What are the City's responsibilities when I file a request?

If a requestor is physically present in the office of the public agency or makes a request by telephone or requests enhanced access to a document, the public agency must respond to the request within 24 hours after any employee of the agency receives the request. If a request is mailed or sent by facsimile, a public agency must respond within 7 calendar days of the receipt of that request. The Act requires only a response, and not the actual production of records, within a specified time period.