

EXAMPLE OF INFORMATION REQUEST

(Date)

Public Works Division
402 W. Washington Street, Room W467
Indianapolis, Indiana 46204
FAX: (317) 233-4613

Gentlemen/Ladies:

Under IC 5-14-3-1, I am requesting copies of *(here, clearly describe what you want. Include identifying material, such as names, places, and the period of time about which you are inquiring. If you think they will help to explain what you are looking for, attach news clips, reports and other documents describing the subject of you research. Be as specific as possible.)*

If documents have both confidential and public data, I understand the law requires your agency to segregate confidential material prior to disclosure. This should not prohibit disclosure of the public portion of the information I am seeking.

If you deny this request, please cite what you believe is an applicable exemption under the records act.

As I am making a written request, please note the timely deadlines set by state law. I would appreciate any denial on my request to be made in writing. Also, should there be a copying or computer fee for this data, please inform me prior to filling this request.

Sincerely,

(Your name)
(City, State Zip)
(Telephone number)
(Fax number)