



Public Records Request

Pursuant to the Indiana Open Door Law (IC 5-14-1.5), I hereby request the following public records of the Town of Culver, Indiana:

(Requests are not required to be in writing. Written requests may be made by completing and submitting this form. Otherwise, please contact the Clerk Treasurer's office at 574.842.3140.)

Requestor's Name: _____

Address: _____

City, State, and Zip Code: _____

Email address: _____ Daytime Phone: _____

Description of Request (please be as specific as possible):

I wish to receive the information as: _____ Hard copy _____ Electronic copy

- A. Pursuant to IC 5-14-3-3(2)(e), any person who receives information in an electronic format from the Town of Culver in response to a public records request may not use the information for commercial purposes, including to sell, advertise, or solicit the purchase of merchandise, goods, or services, or sell, loan, give away, or otherwise deliver the information obtained by the request to any other person for these purposes. Any person or entity who uses any information provided by the Town for a commercial purpose, as defined in this section, shall not be provided any such data for a period of up to ten (10) years.
- B. Use of information received in connection with the preparation or publication of news, for nonprofit activities, or for academic research is not prohibited.
- C. Requests for non-color copies will cost \$0.10 per page and \$0.25 per page for color copies.
- D. Documents that already exist in an electronic format will be emailed upon request without charge.
- E. Requests for electronic copies that do not already exist in an electronic format will cost the same as copies.

We will make every effort to fulfill all requests. If a request for public records is denied, the requestor will be informed of the reason and the statutory authority for the denial.