

RESOLUTION 2021- 05

RESOLUTION OF THE DECATUR TOWNSHIP BOARD
MARION COUNTY, INDIANA

Regarding CERTIFICATION OF DOCUMENTS AND COPYING CHARGES

WHEREAS, IC-5-14-3-8(d) states This subsection applies to a public agency that is not a state agency. The fiscal body (as defined in IC-36-1-2-6) of the public agency, or the governing body, if there is no fiscal body, shall establish a fee schedule for the certification or copying of documents. The fee for certification of documents may not exceed five dollars (\$5) per document. The fee for copying documents may not exceed the greater of:

(1) ten cents (\$0.10) per page for copies that are not color copies or twenty-five cents (\$0.25) per page for color copies; or

(2) the actual cost to the agency of copying the document.

As used in this subsection, "actual cost" means the cost of paper and the per-page cost for use of copying or facsimile equipment and does not include labor costs or overhead costs. A fee established under this subsection must be uniform throughout the public agency and uniform to all purchasers; and,

WHEREAS, the Decatur Township (Township) Board (Board) has considered the requirements of IC-5-14-3-8(d) and wishes to comply with its provisions,

NOW, THEREFORE, BE IT RESOLVED, that the Board adopts the following policy on CERTIFICATION OF DOCUMENTS AND COPYING CHARGES

1. The fee for copying documents shall be set at ten cents (\$0.10) per page for copies that are not color copies or twenty-five cents (\$0.25) per page for color copies.
2. The fee for certification of documents shall be set at five dollars (\$5) per document.
3. Payments for Certification of Documents and Copying charges should be made by money order, certified check, and/or business check.
4. The Trustee is authorized to adjust the respective fees, if/as/when IC-5-14-3-8 is adjusted, to reflect those adjustments as set forth in IC-5-14-3-8.

Dated this 9th day of March, 2021

Jason Holliday

S. Jeanne Bain, Chief Deputy Trustee

Dawn Creasey, Investigator,
Township Assistance Program

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Decatur Township Board

District 1, Lucinda Taylor-Freund
District 2, Josh Masquelier
District 3, Neil Mack
District 4, Greg Hibler
District 5, David E. Knight

Procedures for Public Records Requests

“APRA” - Access to Public Records Act (IC-5-14-3)

“FOIA” - Freedom of Information Act

(As of 10/10/2023)

- Applies to all types of requests – in person, by mail, by telephone, in person, by email, etc. – of course, address media requests, such as those at a scene, are to be addressed in accordance with established policies and procedures
- Subsequent to these types of occurrences, a report is to be made to the Trustee (explaining the nature of the request, by who, how it was addressed, other pertinent information)
- The request is to be submitted on the “Public Information Request” form
- The preferred method of submission is via email to the “Decaturtrustee” email address, on the request form
- Each request is to be immediately provided to the Trustee, upon its reception
- (Initial) Responses/Acknowledgements will be determined by the Trustee – with consultation of the Township’s Attorney – as will the ultimate, final responses
- Always be professional and respectful
- Be mindful that all requests may be being recorded by audio and/or video means
- If a conflict with the requester arises, refer to the Trustee
- In some cases, you may need to exercise judgment (taking into account the simplicity of the request, how long will it take to address, etc. ex: a list of Township Board Members is on the Township’s website)
- When in doubt, consult the Trustee (or the Chief)

