



Request for Public Record

It is the policy of the Elkhart County Department to comply with Indiana's Access to Public Records Act (APRA) as set out in I.C. 5-14-3 and to be transparent and forthcoming in meeting requests for public records regarding Elkhart County Highway. Requests for records must be in written form either using this Request for Public Record form or by letter.

Instructions:

1. The Request for Public Record form must be completed in its entirety and must identify with reasonable particularity the record being requested.
2. Copies of requested records will be made at the requesting person's expense at fifteen cents per page. Fees must be paid prior to making any copies or sending any copies. For a request which amounts to less than five pages, fees will be waived.
3. A response to a request will be given within 24 hours. Requested records will be provided within seven (7) days.
4. When requests are made for records resulting in onerous or excessive copying (e.g. all ordinances or all contracts), such public records will be provided for inspection and copying by the person making the request.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Requested document: (Request must be specific)
