



HIGHWAY

ELKHART COUNTY

ENGINEERING & MAINTENANCE
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Request for Public Records

Elkhart County complies with Indiana’s Access to Public Records Act (**APRA**) as codified at Indiana Code 5-14-3. Under APRA, any person may inspect and copy the public records of any public agency during the regular business hours of the agency, subject to certain exceptions. A request for inspection or copying must (1) identify with reasonable particularity the record being requested; and (2) be, at the discretion of the agency, in writing on or in a form provided by the agency.

Instructions:

1. To make a records request to this office, this form must be completed and returned, identifying with reasonable particularity the record or records being requested. A records request does not state what is expected to be found in the records. Instead, it states a name or description of the records.
2. Copies of most records will be charged at the current rates in Elkhart County’s Copying/Reproduction Fee Schedule ([County Code § 41.095](#)). For certain records, different fees might apply. Fees must be paid before copies are made. For fewer than five pages copied, fees may be waived.
3. Responses will be provided consistently with the timeframes and other parameters of APRA.

Name: _____

Address: _____ Date: _____

City: _____ State: _____ Zip: _____

Requested record or records (identified with reasonable particularity):
