

LAGRANGE COUNTY, INDIANA
REQUEST TO INSPECT OR COPY A PUBLIC RECORD

Indiana Code 5-14-3-3 (a) states, "Any person may inspect and copy the public records of any public agency during the regular business hours of the agency, except as provided in section 4 of this chapter [Indiana Code 5-14-3-4]. 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."

Please print the following information, as applicable:

DATE: _____

NAME: _____

REPRESENTING: _____

MAILING ADDRESS: _____

CITY, STATE, AND ZIP: _____

TELEPHONE: _____ FAX NUMBER: _____

EMAIL: _____

Pursuant to Indiana Code 5-14-3 et seq. I am requesting to inspect/copy the following public records (attach additional pages if necessary):

I understand that I will be required to pay in advance any fees for the copying of the public records.

To be completed by the County department or office receiving the request:

REQUEST RECEIVED ON _____, 20__ AT _____ A.M./P.M.

RECEIVED BY: _____

FEES RECEIVED: _____

REQUEST COMPLETED ON: _____, 20__ AT _____ A.M./P.M.

REQUEST COMPLETED BY: _____

REQUEST DENIED ON: _____, 20__ AT _____ A.M./P.M.

REQUEST DENIED BY: _____

REASON FOR DENIAL: _____