



Request for Public Record

It is the policy of the Elkhart County Highway Department to comply with Indiana's Access to Public Records Act (APRA) as defined in I.C. 5-14-3.

Requests for records must be in written form using this Request for Public Record form in conformity to Indiana Code.

Instructions:

1. The Request for Public Record form must be completed in its entirety and must identify with reasonable particularity the record being requested. A request that fails to identify a document by a particular name, project, or incident, or another method that identifies the record with reasonable particularity cannot be fulfilled. The individual making a request must be clear enough in the request to be able to determine which document(s) are desired. The Highway Department does not provide research or make reports. Only copies of existing public records are provided.
2. Inspection of records and copying are available during normal business hours. Copy costs are fifteen cents per page. Fees must be paid prior to making any copies. For a request which amounts to less than five pages, fees may be waived.
3. Responses and records will be provided within the prescribed time frames as defined in the Access to Public Records Act (APRA) (I.C. 5-14-3).
4. Requests that are onerous or require excessive copying (e.g. all ordinances or all contracts), or requests that do not specifically state a document, files will be provided for inspection and copying by the person making the request.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Requested documents: (Document must be identified with reasonable particularity)
