

CITY OF ELKHART

ACCESS TO PUBLIC RECORDS – REQUEST FORM

Instructions for Request for Public Records:

- Please fill out the following form completely.
- All requests must be delivered to the Department the information is being requested from. If a request is delivered to a different department within the City, it will be transferred to the Legal Department for your convenience. A request will be deemed received, for purposes of I.C. 5-14-3, once it has been received by the Legal Department. Requests may be delivered to:

In Person / Mail

Department information is being requested from.

Email:

recordrequest@coei.org

- A request for public records must specify the particular records being requested. Please include any relevant information, such as names, addresses and date ranges, that will help clarify the request. A request that simply poses a question, without identifying specific records or documents, may be denied.

Requesting Party Information

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Preferred method of contact: _____

Records being requested - *Request must identify the documents or records being requested and include all relevant information:*

CITY OF ELKHART

ACCESS TO PUBLIC RECORDS – TRACKING FORM

FOR ADMINISTRATIVE USE ONLY

Mayor's Office Receipt and Tracking

Method of Delivery: In person / Oral
(24 hour response)

Fax / Mail / Email / Telephone
(7 day response)

Date of Receipt: _____ Time: _____ Request Number: 2016-_____

Progress Tracking:

- 1) Received 2) Receipt Letter 3) Department Review
 4) Legal Review 5) Payment Received 6) Delivery of Records

Department Review

Department: _____

Date of Review: _____ Time: _____

Check all that apply: Records Exist Records do not exist
 Time needed for production (Date available: _____)

Identify any records that do not exist or are unavailable for production:

Legal Review

Reviewed by: _____ Date: _____

CITY OF ELKHART
ACCESS TO PUBLIC RECORDS – RECEIPT LETTER

The City of Elkhart has received your request for access to public records, a copy of which is attached to this letter. The request was received by the City on ____ / ____ / ____.

The City will review your request and determine which records exist, and whether any of those records are non-disclosable. If any records do not exist or are non-disclosable, you will receive notification of that fact, as well as the reason for the withholding of any records. Disclosable records will generally be available within five to ten business days of receipt of the request. If additional time is needed to produce and review the records, you will receive notification of that fact, as well as a date when the records will be available for pickup.

CITY OF ELKHART

Signature: _____

Name: _____

Date: ____ / ____ / ____

REQUESTING PARTY

Signature: _____

Date: ____ / ____ / ____

CITY OF ELKHART
ACCESS TO PUBLIC RECORDS – RESPONSE FORM

The City’s response to your request is indicated below. If you have any questions or concerns about this response, please feel free to call the Legal Department at 574-294-5471.

Disclosable

The City of Elkhart has records that you have requested and they will be provided to you. The records will be provided to you: Immediately ____ / ____ / ____.

Confidential or Non-Disclosable

Some or all of the records that you have requested are confidential or non-disclosable, and will be withheld pursuant to Indiana Code §5-14-3-4. The records that are being withheld, along with explanations for their confidentiality or non-disclosability, are specified below:

Records Do Not Exist

The City of Elkhart does not have some or any of the records responsive to your request. The following records do not exist or are not created by the City of Elkhart and cannot be provided in response to your request:

Additional Review

The City of Elkhart may have records that are responsive to your request and is currently in the process of reviewing and/or retrieving the relevant files. The City’s response to your request, including any disclosable records, will be made available to you on: ____ / ____ / ____.

Cost for Production of Records

The cost of production for the records that you have requested is \$_____. This cost is based on the Uniform Fee Schedule established by City of Elkhart Ordinance No. 4823 and 5168.

Vlado Vranjes –Corporation Counsel