

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 Michelle Goodman from the Legal Dept. 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 Dept. 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:*

