



REQUEST FOR PUBLIC RECORD

State Form 55542 (R / 2-17)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Date (month, day, year)		IDEM Program Area (Check all that apply, if known.) <input type="checkbox"/> Air <input type="checkbox"/> Land <input type="checkbox"/> Program services <input type="checkbox"/> Water	
Requester Name			
Requester Firm/Organization (if applicable)			
Requester Address (number and street)		City	State ZIP Code
Requester Telephone Number (e.g. business, home, cell)		Requester E-mail Address	
Please indicate the name and e-mail address <u>or</u> mailing address where the record(s) should be sent, if different from the requester above.			
Identify in detail the record(s)/document(s) that you are requesting: (Use additional pages if necessary.)			

Mail/Fax/E-mail/Drop off your public record request to:	
IDEM Office of Records Management (ORM) Indiana Government Center North, Room 1207 100 North Senate Avenue, MC 60-01 Indianapolis, Indiana 46204	Telephone Number: (317) 232-8667 Fax Number: (317) 233-6647 E-mail Address: IDEMFILEROOM@idem.IN.gov

Please Note:

The ORM will not charge any requester for copying and printing the first 100 black and white 8.5" x 11" paper pages or less produced within one (1) calendar year per requester, for e-mailing electronic records or for retrieving records from the Virtual File Cabinet (VFC). IDEM maintains the VFC, which is a searchable online repository for the vast majority of the Agency's public records. It is a free service and can be accessed at <http://vfc.idem.in.gov/>.

Fees:

There is no fee for inspection and viewing of records within the VFC. Records obtained through the ORM could be subject to fees. Please see the back of this form for more information.

Requests for Disclosure of Public Records Guidelines:

General Rule: All records of a public agency are public records and must be disclosed upon request, unless the request falls under an exception provided by the Access to Public Records Act (APRA) of Indiana (codified in Indiana Code § 5-14-3). A public agency must state that a record falls under an identified APRA exception in order to withhold a specific record.

All Requests: The APRA requires that all requests for inspection or copying of public records must identify those records with “reasonable particularity.” This means a request must include a description of a record with enough detail to allow agency staff to locate and produce the requested record.

Response by Agency: The APRA requires a public agency to respond to requests within a specified time.

Important Note: This response does not mean that the requested record must be produced at that time. First, the agency must, at a minimum, acknowledge receipt of a request. Second, the record(s), if disclosable, must be produced within a “reasonable time” after the request is received.

Request for E-mails: The requester must provide enough information to allow IDEM to search for, locate, and retrieve the records requested. The requester should list the sender(s) and recipient(s), keywords or subject matter, and limit the request to a reasonable timeframe. Listing a specific entity and/or IDEM branch as sender and/or recipient may be sufficient for IDEM to locate and retrieve the records. Please be advised that the general retention period for IDEM e-mails is three (3) years, unless otherwise required under another retention schedule or pursuant to statute. If your request for e-mails is not sufficiently specific, IDEM reserves the right to deny it or seek further clarification.

Records That Do Not Exist: Under the APRA, an agency is not required to create any record(s) in response to a public record request. An agency is only required to disclose existing records.

Fees: Public agencies may charge fees for copies. No fees may be charged for inspection.

The fee schedule for copying or printing records, including scanning records to produce an electronic version, is as follows:

- \$.10 per one-sided page for standard sized 8.5" x 11" paper records after the first 100 pages;
- \$5.00 per compact disc, digital video disc or diskette for copying of records onto an electronic storage medium; and
- \$.70 per one-sided black and white copy page for non-standard sized paper records (larger than 8.5" x 11").

Important Note: The fees set forth above are pursuant to Indiana Code § 5-14-3-8. The ORM requires payment for fees in advance. Acceptable forms of payment are: check, money order, Visa and MasterCard. The processing service charge fee for all credit card payments is \$1 plus 2%. You will be notified in advance if there is a fee to fulfill your public record request.

ORM Office Hours: ORM office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding State holidays.