



## REQUEST FOR PUBLIC RECORD

State Form 56608 (10-18)

INDIANA DEPARTMENT OF NATURAL RESOURCES

Date (month, day, year)			
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		
<i>Please indicate the name and e-mail address <b>or</b> mailing address where the record(s) should be sent, if different from the requester above.</i>			
Identify in <b>detail</b> the record(s) / document(s) that you are requesting: (Use additional pages if necessary.)			

<p><b>Mail / Fax / E-mail / Drop off your public record request to:</b></p> <p>DNR, Public Record Request Indiana Government Center South 402 W. Washington St., Room W256 Indianapolis, Indiana 46204</p> <p>Telephone Number: (317) 232-4200 Fax Number: (317) 233-6811 E-mail Address: <a href="mailto:PAC@dnr.IN.gov">PAC@dnr.IN.gov</a></p>
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## **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: 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: APRA requires a public agency to acknowledge receipt of requests within a specified time.

Important Note: This requirement does not mean that the requested record(s) must be produced at that time. The record(s), if existing and 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 DNR to search for, locate, and retrieve the records requested. The requester must list the sender(s) and recipient(s), keywords or subject matter, and limit the request to a reasonable timeframe. Listing only an entity and/or DNR branch as sender and/or recipient will be insufficient for DNR to locate and retrieve the records. If your request for e-mails is not sufficiently specific, DNR reserves the right to deny it or seek further clarification.

Records That Do Not Exist: Under 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 (black and white) or \$.25 (color) per one-sided page for standard sized 8.5" x 11" paper records;
- \$.70 (black and white) or \$1.00 (color) per one-sided page for non-standard sized paper records (larger than 8.5" x 11"); and
- \$5.00 per compact disc, digital video disc or diskette for copying of records onto an electronic storage medium.

Important Note: The fees set forth above are pursuant to Indiana Code § 5-14-3-8. DNR 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%.

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