



INDIANA ALCOHOL AND TOBACCO COMMISSION
IGCS Room E114
302 West Washington St
Indianapolis, IN 46204
Telephone number: 317 / 232-2430
Fax number: 317 / 233-6114
www.IN.gov/atc

I, _____ (name) would like to INSPECT and/or
OBTAIN A COPY OF (circle the applicable) the following public records:

[illegible]

I understand that if I seek a copy of this record, ATC will charge .10 cents per page for standard sized copies.

Name: _____ Date (month, day, year): _____

Contact Information (in case we need to reach you for further information):



Request for Public Records Information

The Access to Public Records Act (Act) was enacted to permit the citizens of Indiana broad and easy access to public documents. The citizens of Indiana have the right to obtain information relating their government and to more fully participate in the governmental process. The Act defines a public record as:

. . . any writing, paper, report, study, map, photograph, book, card, tape recording, or other material that is created, received, retained, maintained, or filed by or with a public agency and which is generated on paper, paper substitutes, photographic media, chemically based media, magnetic or machine readable media, electronically stored data, or any other material, regardless of form or characteristics. Ind. Code 5-14-3-2.

What kind of documents are not accessible?

The Act and its broad definition of public records renders most documents accessible to the public. However, the Act specifically excludes certain types of documents from disclosure, and therefore, from public access. These exceptions can be found in Indiana Code 5-14-3-4.

When can public records be accessed?

The Act permits the public access to public records during the regular business hours of the particular public agency from which the records are sought. Once the ATC responds that there are disclosable public records that will be provided to comply with a request, the compilation and copying of any such documents may not unreasonably interfere with the other business of that agency.

How can public records be accessed?

A request for the inspection or copying of public records *must identify with reasonable particularity* the record being requested. The Indiana Alcohol & Tobacco Commission requires the public's request to be in writing on a form provided by the agency.

What are the ATC's responsibilities when I file a request?

If a requestor is physically present in the office of the public agency or makes a request by telephone or requests enhanced access to a document, the public agency must respond to the request within 24 hours after any employee of the agency receives the request. If a request is mailed or sent by facsimile, a public agency must respond within 7 calendar days of the receipt of that request. The Act requires only a response, and not the actual production of records, within a specified time period.

[Proceed to Public Records Request Sheet](#)