

Public Records Request Form Owen County, Indiana

Name of Requesting Party				
Address		City	State	Zip
Telephone	Email		Date of Request	
Name of Department from which Records Requested				
Identify in detail the records you are requesting.				
Check One: I request to <input type="checkbox"/> INSPECT or <input type="checkbox"/> BUY COPIES of the records requested.				
Check One: I request to receive my records by <input type="checkbox"/> IN-PERSON PICKUP, <input type="checkbox"/> U.S. MAIL, or <input type="checkbox"/> EMAIL.				
Signature				

For Owen County Use Only	
Request Received By	Method of Receipt
Date and Time Received	
Date and Time of Initial Response	Initials
Date and Time Request Finalized	Initials

Public Records Request Guidelines

Please fill out the Public Records Request Form completely.

All requests must be delivered to the Owen County government commissions, councils, boards, departments, offices, agencies, or similar bodies thereof the information from whom the public records are requested.

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.

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 the public agency staff to locate and produce the requested record. 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, will be denied.

The APRA requires a public agency to respond to requests within a specified time. 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.

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 and postage. No fees may be charged for inspection. The fee schedule for copying or printing records, including scanning records to produce an electronic version, and postage is as follows:

[Fee schedule added when approved by the Owen County Council.]

Important Note: The fees set forth above are pursuant to Indiana Code § 5-14-3-8. Owen County requires payment for fees in advance.