

**CITY OF CARMEL, INDIANA**

**Request For Records Pursuant To Indiana Access To Public Records Act  
(I.C. 5-14-3-1, et seq., as amended)**

I, \_\_\_\_\_, hereby request to inspect the following records:

\_\_\_\_\_  
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\_\_\_\_\_

Date range requested: \_\_\_\_\_

**NOTE: Please identify the records you seek with reasonable particularity. Vague requests, overbroad requests, or requests that contain no time parameters may be denied, delayed, or returned for further clarification. Your records request must be made on this form, not on an attachment to this form.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

The City may correspond with me regarding this request:

- By e-mail transmission at \_\_\_\_\_
- By facsimile transmission at \_\_\_\_\_
- By mail at \_\_\_\_\_

Received by: \_\_\_\_\_ at \_\_\_\_\_ . m. on \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

Printed Name and City Department: \_\_\_\_\_

Sent to Legal Department for response on: \_\_\_\_\_ by \_\_\_\_\_

Received by Legal Department on: \_\_\_\_\_ by \_\_\_\_\_