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:

_____

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 _____