Town of Monrovia, Indiana

The Indiana Access to Public Records Act ensures that citizens have the ability to obtain the public records of their government, with the exception of certain specific pieces of information that could cause risk of harm, invasion of privacy, or otherwise have reasonable need to remain confidential. Beyond those exceptions, the government is 'of the people' and therefore the people should have reasonable access to government records, in accordance with the Indiana Access to Public Records Act IC 5-14-3-1, et seq.

REQUEST FORM FOR PUBLIC RECORDS IN ACCORDANCE WITH I.C. 5-17-3-1 AND THE TOWN OT MONROVIA CODE OF ORDINANCE

Full name (printed): _____

Mailing Address: _____

Telephone number: _____

Electronic Mail Address: _____

I, _____, hereby request that the Town of Monrovia, Indiana (hereinafter "Town:), grant me access to the following records: _____

_____

_____

_____

I am requested to:

☐ Be provided with a copy of the requested documents.
☐ Inspect the requested records at a Town Office, facility, or other location, as directed.

Please provide the Response to this Request in the following manner:

☐ Email
☐ Fax
☐ U.S. Mail
☐ I will pick up when notified

I hereby acknowledge responsibility for the payment to the Town of Monrovia of all reasonable charges incurred by the Town to make such information available for inspection and/or copying.

Date: _____   Signature: _____

Rules of Construction: General Assembly

39.01 PUBLIC RECORDS AVAILABLE

This municipality shall make available to any person for inspection or copying all public records, unless otherwise exempted by law.

Statutory reference:
> The inspection of public records. See I.C. 5.14.3.1 et seq

35.40 FEE FOR COPYING PUBLIC RECORDS

(A) The fees established for copying costs of public records shall be $.25 per copy for any general documents, like meeting minutes.

(B) The Town Clerk-Treasurer shall charge these fees, and payment shall be made at the time the copies are requested. The party requesting them shall contact the Clerk-Treasurer to make arrangements to pick up the copies.

(Ordinance 16-1997, passed 10-27-1997)