

# CITY OF ELKHART

## ACCESS TO PUBLIC RECORDS – REQUEST FORM

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Instructions for Request for Public Records:

- Please fill out the following form completely.
- All requests must be delivered to the Department the information is being requested from. If a request is delivered to a different department within the City, it will be transferred to Michelle Goodman from the Legal Dept. for your convenience. A request will be deemed received, for purposes of I.C. 5-14-3, once it has been received by the Legal Dept. Requests may be delivered to:

In Person / Mail

Department information is being requested from.

Email:

recordrequest@coei.org

- A request for public records must specify the particular records being requested. 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, may be denied.

**Requesting Party Information**

Name:

Date:

Address:

Phone:

Email:

Preferred method of contact:

Records being requested - *Request must identify the documents or records being requested and include all relevant information:*

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