



City of Boonville

P.O. Box 585
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REQUEST FOR COPY OF PUBLIC RECORD

Pursuant to the Indiana Access to Public Records Act (Indiana Code 5-14-3),

IC 5-14-3-3 Right to inspect and copy public agency records or recordings.

Sec. 3. (a) Any person may inspect and copy the public records of any public agency during the regular business hours of the agency, except as provided in section 4 of this chapter. A request for inspection or copying must:

- (1) identify with reasonable particularity the record being requested; and
- (2) be, at the discretion of the agency, in writing on or in a form provided by the agency.

No request may be denied because the person making the request refuses to state the purpose of the request, unless such condition is required by other applicable statute.

I, _____ would like to obtain a copy of the following public records:

Name: _____
 Address: _____
 City, State Zip _____

Representing:
 Company: _____
 Address: _____
 City, State Zip _____

***** Office Use Only *****

Date Received: _____
 Time Received: _____
 Amount Received: _____

Date Requested: _____
 Time Requested: _____
 Received By: _____