



ST. JOSEPH COUNTY

ESTABLISHED 1830

BOARD OF COMMISSIONERS



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District 2

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District 3

REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER _____ EMAIL: _____

DATE OF REQUEST _____ TIME OF REQUEST _____

COUNTY DEPARTMENT HAVING THE RECORDS REQUESTED: _____

PLEASE CLEARLY IDENTIFY THE RECORD BEING REQUESTED

(Requests for texts/emails should use page 2 of this form)

This is a request for:

_____ permission to inspect record requested.

_____ you to provide me with a copy of the record at the price of \$.05 per page.

I understand that the copying fee must be paid before the record will be distributed

SIGNATURE _____ DATE _____

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Date and time request received: _____

Name of person receiving request: _____

Disposition of request: _____

SIGNATURE: _____ DATE: _____

Public Access Counselor Opinion #17-FC-168 provides the following guidance when requesting emails:

There are four elements to a reasonably particular (as required by I.C. 5-14-3-3(a)(1)) request for an email message:

1. a named sender;
2. a named recipient;
3. a timeframe of six months or less; and
4. a set of search terms ... as a parameter.

If requesting emails or text messages, please use the spreadsheet below:

Sender:			
Recipient(s)	Timeframe	Subject Matter/Keyword(s)	Email or Text

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