

INSILC Access to Public Records Request Form



Please refer to the instructions below and the attached INSILC Access to Public Records Request Policy/Procedures:

- Please complete ALL sections of this form. Failure to do so will result in a delay of your request.
- Requests may be submitted to the INSILC Executive Director via:

U. S. Mail:

INSILC
Attn: Amber O’Haver
615 N. Alabama St. Suite 140
Indianapolis, IN 46204

Email:

aohaver@insilc.org

- If emailing your request, this Request Form must be completed and attached as a PDF with your signature. Electronic requests without an attached PDF form with the requestor’s signature will not be processed.
- A request for INSILC public records/documents 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 or complaint without identifying specific records or documents may be delayed or denied.

Requesting Party Information:	
Name: _____	Date: _____
Address: _____	
Phone: _____	
Email: _____	
Preferred method of contact: _____	
Please list the record(s)/document(s) being requested - <i>Request must be specific and identify each of the documents or records being requested and include all relevant information:</i>	

Do you require the records/documents in an alternative format as a reasonable accommodation? If so, what is your requested format?	

Requesting Party Signature: _____

INSILC Access to Public Records Request Policy and Procedures

INSILC is committed to providing access to public records in accordance with its policy underlying the Indiana Access to Public Records Act (APRA). Therefore, INSILC has adopted the following to implement procedures in order to appropriately respond to public records requests from members of the public.

A. All requests for INSILC public records must be submitted via U.S. mail or electronically to the INSILC Executive Director at 615 N. Alabama St. Suite 140 Indianapolis, IN 46204 or aohaver@insilc.org on the INSILC Access to Public Records Request Form (“Request Form”). All Request Forms must be thoroughly completed and not missing any required information.

B. Electronic requests must attach a PDF version of the Request Form with the requestor’s signature. Electronic requests without an attached PDF form with the requestor’s signature will not be processed.

C. All requests will be deemed “made” as of the date and time the Request Form is received by the INSILC Executive Director.

D. All requests must: (a) identify the record(s)/document(s) being requested with reasonable particularity; and (b) indicate which method of receipt is desired.

E. INSILC obtains the right to deny requests made for INSILC records/documents that:

- a. Do not conform to the INSILC Access to Public Records Policy/Procedures;
- b. Are not relevant to INSILC or are not official INSILC public records;
- c. Are considered confidential in nature according to Indiana Code §5-14-3-4.

Before denial of requests, INSILC will, when reasonably practicable, ask requestors to clarify or narrow their request or take other appropriate steps to comply with this policy/procedures. If requests for a particular record(s)/document(s) is not considered relevant to INSILC nor is an official INSILC record(s)/document(s), INSILC will do its best to refer the requestor to the appropriate agency to retain the record(s)/document(s). No requests will be denied because a requestor does not state the purpose of the request.

F. INSILC will act to respond and approve or deny each request within ten (10) business days of the “deemed” received date of the request.* If the request conforms to the criteria set forth above, INSILC will approve the request unless it determines that one or more of the exemptions under Indiana Code §5-14-3-4 applies. Should there be any doubt concerning the proper application or interpretation of Indiana Code §5-14-3-4, INSILC shall seek the advice of the Indiana Public Access Counselor or its Legal Counsel before acting on the request.

G. If INSILC denies a request, in whole or in part, it will provide the pertinent denial information to the requestor.



H. No fee will be charged for records or documents sent electronically in PDF. However, if records are too voluminous to transmit electronically in PDF or if the requestor requests the record(s)/document(s) to be in paper copy format, INSILC will charge a fee to copy the records/documents for a requestor at \$0.10 per page. Fees will also be assessed and charged for costs associated to gather materials from other mediums such as information stored on a computer tape, computer disc, or a similar record system, etc. or costs associated to upload and store materials to an online platform. Records/documents requested and provided in an alternative format as a reasonable accommodation will not be charged a fee, however, requestors may still be charged fees for costs associated to gather, upload and/or store the materials, as indicated.

The following fees apply to all INSILC access to public records requests. Any applicable fees must be paid in full to INSILC by the requestor PRIOR to the release of the records/documents. This includes the appropriate costs associated with any mailings or storage of records.

Copy charges:

Photocopy	\$0.10 per page
Electronic Mediums in PDF	no charge
Email with PDF attachments	no charge
Electronic Mediums/Recordings (via link or other format)	\$5.00 per record/recording

I. INSILC will take all reasonable precautions to protect its records/documents from loss, mutilation, or destruction and to protect their contents from unauthorized access. Any Council or staff member who intentionally, knowingly, or recklessly discloses or fails to protect confidential information may be subject to legal or disciplinary action.

* INSILC approval of a request does not automatically denote the requested public record is being supplied to the requestor at the same time he/she/they receive notification of the request approval. Notifications of approval for INSILC public records requests simply indicates a REQUEST for INSILC public records is approved. INSILC shall provide the requested records to the requestor as soon as reasonably possible for the organization once the request is approved. Note: Any INSILC public records requested which are readily available and accessible for the organization may be provided to the requestor at the time of notification of approval. The readily availability/accessibility to provide records to a requestor at the time of notification of approval shall be determined by INSILC.