



TOWN of MOORESVILLE

4 East Harrison Street

Mooresville, Indiana 46158

Telephone (317) 831-1608

Fax (317) 831-9559

TOWN OF MOORESVILLE, INDIANA - PUBLIC RECORDS REQUEST FORM:

TO: Street Department _____
Clerk's Office _____
Police Department _____
Fire Department _____
Sewer Department _____

Pursuant to the Access to Public Records Act (Indiana Code 5-14-3, I would like to obtain copies of the following public records:

1. _____
2. _____
3. _____
4. _____

(Please be sure to describe the records sought with enough detail for the public agency to be able to respond.)

I understand that if I seek copies of these records; there may be a copying fee. Could you please inform me of that cost prior to making the copies? I can be reached at _____.

According to statute, we have seven (7) days **to respond** to the request if delivered by email, fax or U.S. Mail. If hand delivered, we have 24 hours **to respond**. If we choose to deny the request, we are required to respond in writing and state the statutory exception authorizing the withholding of all or part of the public record and the name and title or position of the person responsible for the denial. Thank you for your assistance on this matter.

REQUESTERS NAME _____

DATE OF REQUEST _____

ADDRESS _____

PHONE # _____

E-MAIL _____

REQUEST COMPLETED BY _____ DATE _____