

Submitting a Public Records Request

The First Step to Government Transparency for Hoosiers
DogeDogsOfIndiana.com



DOGE Dogs of Indiana believe in government efficiency, accountability, and transparency. One of the most powerful tools available to citizens is the public records request—a simple way to get the information needed to hold public agencies accountable and ensure tax dollars are being used responsibly. **This guide will help you navigate the process.**

What is a Public Records Request?

A public records request allows you to access documents and information from government agencies. When used properly, Indiana's Access to Public Records Act (APRA) ensures that citizens can review government spending, decisions, and policies to promote transparency and efficiency.

Why It Matters

Understanding how government agencies operate helps identify wasteful spending, uncover inefficiencies, and **demand better use of public resources**. When agencies know citizens are watching, they are more likely to act in the best interest of taxpayers. If repeat offenses or failure to correct course and put taxpayers first occur, then corrupt entities or individuals must be held accountable.

How to Submit a Request in 5 Simple Steps:

Identify the Agency

- Determine which public agency holds the records you need (e.g., state departments, city councils, public health agencies).

Make Your Request in Writing (Strongly Recommended for Clarity & Tracking)

- Many agencies provide request forms, but a simple letter or email works.
- Include:
 - ✓ Your name & contact information
 - ✓ A clear, specific description of the records you need
 - ✓ A date range (if applicable)

Know the Response Time

- In-person or phone requests → The agency must respond within 24 hours
- Email, mail, or fax requests → The agency must respond within 7 days
- Agencies must acknowledge your request, but they do not have to provide the records immediately.

Understand Potential Costs

- Inspecting records is free
- Digital records are typically available and free, double check.
- Copies may incur a fee, but it must reflect actual costs (e.g., \$0.10 per page for black & white copies).

What If Your Request is Denied?

- Agencies must provide a written explanation for any denial.
- If denied, you have the right to appeal by contacting the Indiana Public Access Counselor or filing a legal challenge.

Take Action for Transparent & Efficient Government

Government agencies should serve the people—not themselves. By using public records requests, you can expose inefficiencies, demand accountability, and ensure taxpayer dollars are spent wisely. Need help? Contact the Indiana Public Access Counselor at in.gov/pac to challenge unfair denials or learn more about your rights.

Empower yourself. Demand transparency. Hold government accountable.