

Public Records Request Template

A Simple Template to get you Started
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To Whom It May Concern,

Pursuant to the Indiana Access to Public Records Act (Indiana Code § 5-14-3),
I am requesting the following information from **[Agency Name]**:

[List specific record, from a specific department or organization.]
[Time frame you are requesting, if applicable. Sometimes this may be a meeting date.]
[Additional descriptors or specifications.]

I request that this information be provided in an electronic format, if available. If any portion of this request is denied, please cite the specific exemption under the law and provide an explanation.

If there are any associated fees, please inform me before processing the request. Please forward this information within 30 days of this request. If any clarification is needed, feel free to contact me at **---[contact information]----**.

Sincerely,
[Your Name]
[Your Contact Information]

Examples

State-Level Spending Request

✦ Subject: State Public Health Advertising Expenditures
📍 Agency: **Indiana Department of Health**

Request:

"I request copies of all invoices, contracts, and expenditure reports detailing the use of state and federal funds for public health advertising campaigns related to COVID-19, including television, radio, social media, and print media advertisements, from January 1, 2020, to December 31, 2024."

County-Level Spending Request

✦ Subject: County Sheriff's Office Budget & Asset Purchases
📍 Agency: **Allen County Auditor's Office**

Request:

"I request a copy of all budget allocations and expenditures for the Allen County Sheriff's Department for fiscal year 2023, including itemized spending on vehicles, firearms, surveillance equipment, and outside vendor contracts."

Public-Private Partnership Spending Request

✦ Subject: Public Funds Allocated to Private Development Project
📍 Agency: **Indiana Economic Development Corporation (IEDC)**

Request:

"I request copies of all agreements, memorandums of understanding, and financial reports related to the allocation of public funds, tax incentives, or grants awarded to [Private Company Name] for the development of [Project Name] in [Location], including documentation of all disbursements and compliance reports from January 1, 2020, to present."