

Clerk-Treasurer's Office
1005 Ridge Road
Munster, IN 46321



Clerk-Treasurer, Wendy Mis
(219) 836 - 6940
www.Munster.org

REQUEST FOR PUBLIC RECORD

Pursuant to Indiana Access to Public Records Act (IC 5-14-3, et seq., as amended)

NAME:
PHONE:
ADDRESS:

DATE:
EMAIL:

- ☐ Request for Access to Inspect Public Records
☐ Request for Copies of Public Record

I hereby request to inspect the following record(s):

(Please describe in detail for Town to respond)

Requests received in person will receive a response within (twenty four) 24 hours.
Requests received by mail, email or fax will receive a response within (seven) 7 days.

I understand that the Town may need time to review its files to determine if the requested records exist and are permitted to be disclosed. I also understand that there may be a fee for copies of records per Schedule A, (C), C.5 .
A Town representative will contact me of the determination. I further understand that if my request is denied I will receive written notice and the name, title or position of the person responsible for the denial.

Signature: _____ Date: _____

How would you like to receive your copies?

☐ Email ☐ Mail ☐ Pick-up ☐ Fax

Date and Time Received by Office of Clerk-Treasurer: _____ at _____ am/pm.

CONCLUDING STATEMENT OF REQUESTOR:

I have been given the opportunity to review the above described records and any copies that I requested have been made for me.

Signature of Requestor

Date Signed

Number of Pages: _____

Copy Fee Total: _____

FOR TOWN OF MUNSTER OFFICE USE

PLEASE INITIAL AND DATE EACH STEP

If oral request, advise party that decision regarding disclosure will be made within 24hours from time of request:

(Initials & Date)

Request form delivered to Town Official:

(Initials & Date)

After decision is made regarding disclosure by Town Official, the requesting party was informed of the decision on:

(Date, Time & Initials)

Documents were submitted and/or made available to the requesting party on:

(Date, Time & Initials)

TO BE COMPLETED BY TOWN OFFICIAL

Classification of information:

- ☐ Nondisclosure Allowed
☐ Disclosure Allowed
☐ Denied

The specific exemption authorizing nondisclosure:

If disclosure allowed, are any documents or portions thereof to be redacted or otherwise made non-disclosable?

☐ YES ☐ NO

If so, which documents/portions will not be disclosed:

Signature of Town Official

(Date & Time)