



City of Muncie
Daniel Ridenour, Mayor

300 N High Street
Muncie, Indiana 47305

Telephone: 765-747-4845

Access to Public Records Act (APRA)
Request for Public Documents Form

Date (month, day, year):		<i>(Internal use only Date Received)</i>		
Requester Name:				
Requester Firm/Organization (if applicable):				
Requester Address (number and street):		City:	State:	ZIP Code:
Requester Telephone Number (e.g. business, home, cell):		Requester E-mail Address:		
Please indicate the name and e-mail address <u>or</u> mailing address where the record(s) should be sent, if different from the requester above:				
Identify in detail each record(s)/document(s) that you are requesting: (Use additional pages if necessary.)				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**Please complete the form in its entirety and
return it to the Human Resources Office (second floor)
in person or by mail to: 300 N. High Street, Muncie, IN
47305**

Requests for Disclosure of Public Records Guidelines:

Requests for public records are governed by Indiana's Access to Public Records Act (APRA) which has been codified at Indiana Code § 5-14-3 *et seq.*

General Rule: Records of a public agency are public records and must be disclosed upon request, unless the request falls under an exception provided the law. A public agency must state that a record falls under an identified APRA exception in order to withhold a specific record. Some exceptions include:

- Records deemed confidential by law.
- Investigatory records of a law enforcement agency.
- Grand jury documents.
- Attorney and client communications.
- The work product of an attorney.
- Materials relating to the deliberative process.
- Personnel files.
- Criminal intelligence information

All Requests: A request for inspection or copying must identify with reasonable particularity the record being requested. See IC § 5-14-3-3(a)(1). This means a request must include a description of the record or document with enough detail to allow agency staff to locate and produce the requested record or document. A request for inspection or copying must be in writing on a form provided by the agency. See IC § 5-14-3-3(a)(2). The City of Muncie requires that all requests for public records be made on the "Request Form" provided by the City of Muncie. The Request Form must be completed in its entirety and returned by mail or in person to the City of Muncie c/o Human Resources Office 300 N. High Street, Muncie, IN 47305.

Response by Agency: The APRA requires a public agency to respond to requests within a specified time.

Important Note: This response does not mean that the requested record must be produced at that time. First, the agency must, at a minimum, acknowledge receipt of a request. Second, the record(s), if disclosable, must be produced within a "reasonable time" after the request is received.

Records That Do Not Exist: Under the APRA, an agency is not required to create any record(s) in response to a public record request. An agency is only required to disclose existing records.

Fees: Public agencies may charge fees for copies.

Fee Schedule for copying or printing records is as follows:

- \$.10 per one-sided page for standard sized 8.5" x 11" paper records.

Important Note: The fees set forth above are pursuant to Indiana Code § 5-14-3-8. The City of Muncie requires payment for fees in advance. Acceptable forms of payment are: certified check, or cash. The fee is to be paid to the City of Muncie. You will be notified in advance if there is a fee to fulfill your public record request.

Office Hours: The Human Resources Office (2nd floor) is open from 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays.