

Evansville Metropolitan Planning Organization Public Records Request Policy

It is the policy of the Evansville Metropolitan Planning Organization (MPO) to provide an opportunity for the public to request public records from our organization pursuant to IC 5-14-3, et seq., as amended. The MPO will provide the requested public record in the format requested once the information has been compiled, provided the record does not contain any confidential information or other information excepted from disclosure as stated in IC 5-14-3-4. The MPO will only accept a Public Records Request via mail, email or in-person at the office if and when a Public Records Request Form is completed. Public Records Requests Forms are available at the MPO office or www.evansvillempo.com.

The following procedures will be followed when the MPO receives a completed Public Records Request Form.

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| <p>In-Person Requests:</p> | <p>Review: The MPO will ensure the Public Records Request Form is complete with date and time of request; name and address of requestor; phone, email and/or fax number of requestor; requested information; indication of how the requestor wishes to obtain a response; and signature of requestor. If the Form is not complete, staff will ask the requestor to complete missing information.</p> <p>Dated: The Public Records Request Form will be stamped with the date received.</p> <p>Notice of receipt: The <u>Request received by (check one):</u>, <u>Received by:</u>, and <u>Notification of receipt of request to requestor:</u> fields will be filled out by MPO staff.</p> <p>Copied: Both pages of the Public Records Request Form will be copied. The copy will be provided back to the requestor as a notice of receipt of in-person Public Records Request.</p> |
| <p>Email, Fax or Mail Requests:</p> | <p>Review: The MPO will ensure the Public Records Request Form is complete with date and time of request; name and address of requestor; phone, email and/or fax number of requestor; requested information; indication of how the requestor wishes to obtain a response; and signature of requestor. If the Form is not complete, staff will ask the requestor to complete missing information.</p> <p>Dated: The Public Records Request Form will be stamped with the date of the business day received.</p> <p>Notice of receipt: The <u>Request received by (check one):</u>, <u>Received by:</u>, and <u>Notification of receipt of request to requestor:</u> fields will be filled out by MPO staff.</p> <p>Email response: If the initial request was made via <u>email</u>, an email response will be sent to the requestor within <u>7 days</u> with a scanned copy of the Public Records Request Form attached and a statement that the MPO will provide a response to their request once the information is compiled.</p> <p><i>or</i></p> <p>Fax response: If the initial request was made via <u>fax</u>, a response will be faxed to the requestor within <u>7 days</u> with a copy of the Public Records Request Form included and a statement that the MPO will provide a response to their request once the information is compiled.</p> <p><i>or</i></p> <p>Mail response: If the initial request was made via <u>mail</u>, a response will be mailed to the requestor postmarked within <u>7 days</u> with a copy of the Public Records Request Form included and a statement that the MPO will provide a response to their request once the information is compiled.</p> |
| <p>Once the records are compiled:</p> | <p>Records provided: Once the records are compiled and ready for delivery to the requestor, the MPO will respond via mail and/or email depending on the answer on the Public Records Request Form. If a paper copy is requested the requestor will be informed that copies are available for pick-up or review in the MPO office. If the request has been denied due to confidentiality or other reasons, the requestor will be notified accordingly.</p> <p>Notice of records provided: The <u>Response to request sent to requestor on:</u> and <u>Name of person who sent response to requestor:</u> fields will be filled out by MPO staff.</p> |



Evansville Metropolitan Planning Organization

Request For Records Pursuant To Indiana Access To Public Records Act
(I.C. 5-14-3, et seq., as amended)

Date of Request (month/day/year): _____ / _____ / 20____ Time of Request: _____ : _____ AM PM

Name of person requesting information (print): _____

Address: _____

Phone, Email and/or Fax: _____

Organization: _____

Identify as specifically as possible the information, record, or document requested
(attach additional sheet if necessary):

Indicate how you wish to obtain the requested record(s):

Paper copy Electronic copy Records inspection (in-person review)

I understand that the Public Records Act requires an initial response to my request, but not the actual production of records, within a statutorily specified time period. I understand that if I request copies of public records, those copies will be provided to me within a reasonable period of time after the initial response to my request. I further understand that if the request is denied, the Evansville MPO will 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. I am requesting that the Evansville MPO's response be mailed or e-mailed (check one or both) to me at the following address(es):

Address: _____

E-mail Address: _____

Per page photo copy charge: \$0.10 black & white; \$0.25 color. Other charges may apply to cover costs of reproducing materials in other mediums. Also, you will be charged for postage in the mailing of the requested documents to you. To avoid postage charges, you may request email responses only, pick up documents in person, or send a self-addressed, stamped envelope. A total charge will be presented to the requester in advance of copies being made. All charges must be paid to the Evansville MPO before the requested documents will be sent or given to the requester.

Signature of requestor: _____

Evansville MPO



Henderson • Vanderburgh • Warrick

Office Use Only

Request received by (check one): Mail Fax E-mail In Person

Received by: _____ on __/__/20__ at __: __ AM PM

Notification of receipt of request to requestor: __/__/20__ via Mail Fax E-mail In Person

Response to request sent to requestor on: __/__/20__ via Mail Fax E-mail In Person

Name of person who sent response to requestor: _____

Fees associated with this request:

Black & White Copies: _____ x \$0.10/page = \$_____

Postage: \$_____

Color Copies: _____ x \$0.25/page = \$_____

Total Fee: \$_____

Paid by: Cash Check (check no. _____)

Received by: _____ Date: __/__/20__

Request received by

Date

Request reviewed by MPO Executive Director

Date