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Brazil PUBLIC LIBRARY

REQUEST TO INSPECT PUBLIC RECORDS

The Brazil Public Library is a public agency. Access to Library public records is governed by Indiana Code 5-14-3. In accordance with the Code, any person may inspect and copy the public records of Brazil Public Library during business hours. The Library has established procedures to provide fair access to its open records and to manage requests efficiently. Requests must be made in writing using this form.

THE FOLLOWING REQUEST IS MADE UNDER INDIANA CODE 5-14-3.

Name: _____

Organization: _____

Address: _____

_____ Zip code: _____

Phone: _____ Fax: _____

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NAME(S) OF DOCUMENT(S) REQUESTED:

_____ _____

_____ _____

_____ _____

If the document name is not known, provide a brief, specific description of the document requested. Please attach additional pages as needed to list items in detail.

_____ _____ _____

Date Signature Printed name

STAFF USE ONLY

REQUEST RECEIVED BY: **REQUEST PROCESSED BY:**

DATE: **DATE:**

DATE (IF DENIED): **REASON:**

REQUEST DENIED BY:
(Name, title; attach written denial)

TIME SPENT ASSEMBLING RECORDS IN THIS REQUEST:

COPYING FEE: **PAYMENT RECEIVED:** **STAFF:**

DATE/ TIME OF APPOINTMENT FOR VIEWING RECORDS: