

HENDRICKS COUNTY BOARD OF COMMISSIONERS
ORDINANCE NO.: 2023- 17

**AN ORDINANCE DECLARING PUBLIC RECORDS REQUESTS POLICIES AND
ESTABLISHING A REQUIRED FORM**

WHEREAS, Ind. Code §5-14-3 *et seq.* sets forth the law concerning access to public records in Indiana; and

WHEREAS, pursuant to Ind. Code §5-14-3-3, the Hendricks County Board of Commissioners ("*the County*") may require a request for inspection or copying of public records be in writing or on a form provided by the County; and

WHEREAS, pursuant to Ind. Code §5-14-3-3, the County may require a requester of public records to make copies of the records on the County's equipment or the requester's own equipment; and

WHEREAS, it promotes uniformity, transparency, clarity and efficiency to require all public record requests be in writing and on the form attached to this Ordinance as Exhibit "A" and all granted record access be accorded by the requester making copies on the County's equipment (or the requester's own equipment if the County lacks the appropriate equipment) at a location designated by the County.

Section 1. The above recitals are incorporated by reference.

Section 2. Pursuant to Ind. Code §5-14-3-3, the form attached to this Ordinance as Exhibit "A", which may be amended from time to time by the County, must be fully completed by all individuals or entities requesting access to public records from the County pursuant to Ind. Code §5-14-3 *et seq.*

Section 3. Pursuant to Ind. Code §15-4-3-3, the County shall require all individuals or entities requesting access to public records pursuant to Ind. Code §5-14-3 *et seq.* to make copies of the records in person, on the County's equipment. When a request for access to public records is granted, the County will designate the appropriate location where the requester will be able to access and/or make copies of responsive records. The appropriate location will be selected pursuant to the County Department in control of the records at issue. If the County lacks the appropriate equipment for copying the responsive records, the requester may use his, or, or its own equipment to make copies, in person at the location designated by the County.

The County further reserves the right, at its sole discretion, to utilize email and/or fax to fulfill small requests for public records available electronically.

This Ordinance shall be effective May 23, 2023, 2023.

PASSED AND ADOPTED by the Hendricks County Board of Commissioners,
Hendricks County, Indiana, this 23rd day of May, 2023.

BOARD OF COMMISSIONERS OF
HENDRICKS COUNTY, INDIANA

Phyllis A. Palmer

Phyllis A. Palmer, President

Bob Gentry

Bob Gentry

Dennis W. Dawes

Dennis Dawes

ATTEST:

Nancy Marsh

Nancy Marsh
Hendricks County Auditor

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HENDRICKS COUNTY BOARD OF COMMISSIONERS

Request for Records Pursuant to Indiana Access to Public Records Act
(I.C. 5-14-3-1 et seq., as amended)

I, _____ hereby request of
Hendricks County, Indiana, the right to inspect and copy the following documents:

Dated this ____ day of _____, 202__.

The County may provide me with its response to this request.

- ☐ By email at _____
- ☐ By telephone at _____
- ☐ By mail at _____
- ☐ Other _____

Received by _____ at _____ .m. on _____, 202__.

Signature: _____

Printed Name and County Department _____

Exhibit "A"

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