

To: City of Huntington, Indiana
City Building
Attn: Records Access Officer/Clerk-Treasurer
300 Cherry Street
Huntington, Indiana 46750

Phone: (260) 356-1400
Fax: (260) 358-2332

CITY OF HUNTINGTON'S PUBLIC RECORD REQUEST FORM

DEPARTMENT BELIEVED TO HAVE THE RECORD REQUESTED:
("X" By Appropriate Department)

_____	Mayor's Office	_____	City Services (Street/Park/Garage)
_____	Clerk-Treasurer's Office	_____	Utility (Water/Wastewater)
_____	Police	_____	Engineering
_____	Fire	_____	Community Development & Redevelopment
_____	Human Resources	_____	Other

If you marked "Other", please specify: _____

Description and/or Type of Record(s) Requested:
(You must identify the record(s) being requested with reasonable particularity)

Request for (*mark one*): ☐ Inspection ☐ Copies

If copies, copies to be (*mark one*): ☐ Pick-up by requestor ☐ Mailed

Requested by: _____
Printed Name Signature

Address

Phone Number Email Address

FOR CITY USE BY RECORDS ACCESS OFFICER

Date Requested: _____	<u>Request Made:</u>
Number of Copies: _____	<input type="checkbox"/> In Person <input type="checkbox"/> Fax
Charge Requestor Paid In Advance: _____	<input type="checkbox"/> Mail <input type="checkbox"/> E-mail
	Estimated _____

If request **DENIED**, Statutory Reason: _____

If request **GRANTED**, date copies of record(s) will be available: _____

(_____) Records Access Officer