

PLAINFIELD TOWN COUNCIL
ORDINANCE NO. 3-2019

**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 Town of Plainfield (“the Town”) may require a request for inspection or copying of public records be in writing or on a form provided by the Town;

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

WHEREAS, it promotes uniformity, transparency, clarity and efficiency to require all public records 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 Town’s equipment (or the requester’s own equipment if the Town lacks the appropriate equipment) at a location designated by the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PLAINFIELD, INDIANA, AS FOLLOWS.

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 Town Council, must be fully completed by all individuals or entities requesting access to public records from the Town pursuant to Ind. Code § 5-14-3 *et seq.*

Section 3. Pursuant to Ind. Code § 5-14-3-3, the Town 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 Town’s equipment. When a request for access to public records is granted, the Town 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 Town Department in control of the records at issue. If the Town lacks the appropriate equipment for copying the responsive records, the requester may use his, her, or its own equipment to make copies, in person at the location designated by the Town. The Town 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 February 1, 2019.

PASSED AND ADOPTED by the Town Council of the Town of Plainfield, Indiana this
28th day of January, 2019.

TOWN COUNCIL, TOWN OF PLAINFIELD
HENDRICKS COUNTY, INDIANA



Robin G. Brandgard, President



Kent McPhail



Bill Kirchoff

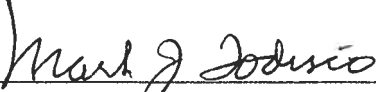


Lance K. Angle



Dan Bridget

ATTEST:



Mark Todisco, Clerk-Treasurer
Town of Plainfield, Indiana

EXHIBIT A- PUBLIC RECORDS REQUEST FORM

TOWN OF PLAINFIELD, INDIANA

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 the Town of Plainfield, Indiana, the right to inspect and copy the following records:

Dated this ____ day of _____, 20__.

The Town may provide me with its response to this request:

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

Received by: _____ at _____ .m. on _____, 20__.

Signature: _____

Printed Name and Town Department: _____

Sent to Legal Department for response on: _____ by _____

Received by Legal Department on _____ by _____