



City of Bloomington Legal Department
 401 N. Morton St. Ste 220
 Bloomington, IN 47404
 Phone: 812-349-3426 Fax: 812-349-3441
 Email: legal@bloomington.in.gov

Request for Public Records

Please print or type:

Name of Person Requesting Records: _____
 Address: _____
 e-mail: _____
 phone: _____ fax: _____

Records Requested: Please, be specific. (You may include additional pages or documents.)

- This request is:**
- for permission to inspect records.
 - to request a copy of records. Please note that there may be a fee for copies.
 - Check here if you want to be told about the fee before copies are made.

 Signature

 Date

NOTE: Please submit to the City of Bloomington Legal Department, 401 N. Morton, Rm #220, Bloomington, Indiana, fax-812.349.3441 or legal@bloomington.in.gov. Upon receiving this completed form, the City of Bloomington may need to review its files to determine if the requested records exist and are disclosable and will contact you soon thereafter to advise you of its determination. If your request is denied, you will be given written notice of the statutory authority for the denial and the name and title or position of the person responsible for the denial.

FOR AGENCY USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE

Receipt information:

Date and Time request was received: Date: _____ Time: _____

Individual and department receiving request: _____

Department disposition by Dept. Head or Designee: request granted
 request sent to Legal for disclosure review

Individual making department disposition: _____

Date and Time request sent to Legal: Date: _____ Time: _____

Notes: