

**CITY OF AUBURN, 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 that the City  
of Auburn, Indiana (the "City") make the following records available for inspection and copying:

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**[IF YOU NEED ADDITIONAL SPACE, ATTACH REQUEST AS AN EXHIBIT HERETO]**

Please provide a response to this request by the following:

- ☐ Telephone at \_\_\_\_\_
- ☐ Facsimile transmission at \_\_\_\_\_
- ☐ Mail at \_\_\_\_\_
- ☐ Other \_\_\_\_\_

I hereby acknowledge responsibility for the payment to the City of all reasonable charges  
incurred by the City to make such information available for inspection and copying:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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**FOR INTERNAL USE ONLY**

Received by the \_\_\_\_\_ Department on the \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_ at \_\_\_\_\_, \_\_.m.

By: \_\_\_\_\_

Sent to legal counsel for response? Yes \_\_\_\_\_ No \_\_\_\_\_

Documents produced or made available? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, documents made available on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, \_\_\_\_m.

If no, reason(s): \_\_\_\_\_

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