***SENT BY ELECTRONIC MAIL TO (set out email address)***

***or***

***SENT BY REGULAR U.S. MAIL (set out postal address)***

DATE

INSIDE ADDRESS

Re: Acknowledgment of Public Records Request

Dear

Our office received your public records request on (INSERT DATE) by (SET OUT MEANS OF RECEIPT).

Access to public records maintained by a public agency is controlled not only by the Access to Public Records Act. See Indiana Code 5-14-3-4(a)(8).

(IF COURT RECORDS ARE INVOLVED ADD)

When court records are sought, rules adopted by the Indiana Supreme Court apply:.

Access to Court Records Rules and Administrative Rule 9 which explain the records available to the public. See: <https://www.in.gov/courts/publications/rules/>.

In your request, you asked to obtain a copy of: (SET OUT THE REQUEST AS MADE)

I will review your request to determine if these documents can be released to you. I will contact you in a timely manner.

Yours truly