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

FOR CITY USE BY RECORDS ACCESS OFFICER

Date Requested: _____
Number of Copies: _____
Charge Requestor Paid In Advance: _____

Request Made:
□ In Person □ Fax
□ Mail □ E-mail
Estimated _____

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

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

_____
( ) Records Access Officer