



## CITY OF JEFFERSONVILLE PUBLIC RECORDS POLICY

### **Purpose**

The purpose of this Policy is to provide rules by which the Office of Mayor for the City of Jeffersonville and its departments implement and ensure compliance with the provisions of Indiana Code 5-14-3 (Access to Public Records) for the City's public records.

### **Interpretation and Construction**

The provisions of this Policy shall be liberally interpreted and construed to promote full access to the City's public records in order to assure continuing public confidence in government: provided, that when making public records available the City shall prevent unreasonable invasions of privacy, shall protect public records from damage or disorganization, and shall prevent excessive interference with essential government functions.

### **Public Records Available**

Public records shall be made available for public inspection and copying pursuant to IC 5-14-3.

### **Department of Law**

The Department of Law shall serve as the point of contact for members of the public who request disclosure of public records. The Department of Law shall be responsible for implementation of and compliance with IC 5-14-3. Any public records request made to a City department shall be directed to the Department of Law of processing in a manner consistent with this policy.

### **Public Records Requests – How Made**

- A. Public records may be inspected and/or copies may be obtained under the following procedures:
1. A request for public records shall be directed to the Department of Law.
  2. A request for public records shall be made in writing and include the following information:
    - a) The requester's name, mailing address, phone number and email address (if one is available);
    - b) The date of the request;
    - c) A clear indication that the document is a "Public Records Request";
    - d) A clear description of the public records requested for inspection and/or copying;
    - e) If the request is for a list of individuals, a statement that the list will not be used for any commercial purposes or that the requester is authorized or directed by law to obtain the list of individuals for commercial purposes, with a specific reference to such law; and
    - f) Whether the request is for printed or digital copies of the public record.



B. If a department maintains indexed records specifically for public inspection and copying, inspection and copying in response to an oral request is permitted. However, the Department of Law shall require a written request if the request is for or the response may include any of the following:

- a) A list of individuals;
- b) Categorical requests not identifying a specific public record;
- c) Subjects of current, threatened or potential litigation;
- d) Reproduction of oversized documents such as maps, surveys, large format photographs or color reproduction; or
- e) Public records or information exempt from disclosure.

4. The City shall develop and maintain forms to facilitate public record requests.

### **Inspection of Public Records - Where and When**

Public records shall be inspected at the offices of the department having custody or control of the records during regular business hours, excluding legal holidays: provided, that there is no obligation to allow inspection immediately upon a demand. The Department of Law may request that the person seeking to inspect public records schedule an appointment for inspection.

### **Response to Public Records Requests**

A. The Department of Law shall, to the extent practicable, assist requesters in identifying the public records sought.

B. There is no obligation to allow inspection or provide a copy of a public record on demand.

C. The Department of Law shall respond in writing to a request for public information made in person within 24 business hours or to a request for public information received by mail, fax, or email within seven (7) calendar days. The Department of Law shall make one or more of the following responses:

1. The request for inspection of public records is approved and whether an appointment for inspection needs to be scheduled by the requester;

2. The request has been received by the Department of Law, that additional time is needed to respond to the request, and stating a reasonable estimate of the time required to respond;

3. The request has been received by the Department of Law and the records shall be provided on a partial or installment basis as the records are identified, located, assembled and/or made ready for inspection or copying; or

4. The request is denied, in whole or in part, whether by withholding a requested record or redacting a requested record, stating the specific exemption(s) prohibiting disclosure and a brief explanation of how the exemption applies to each withheld and redacted record.



D. The Department of Law shall immediately notify the requester if, after responding to a request for public records and approving the request, the Department of Law identifies requested public records or information that are exempt from disclosure.

E. Additional time to respond to a request may be based upon the City's need to:

1. Clarify the intent of the request;
2. Identify, locate, assemble and/or make the records ready for inspection or disclosure;
3. Notify third persons or agencies affected by the request; or
4. Determine whether any of the records or information requested is exempt from disclosure and whether a denial should be made as to all or part of the request.

F. If a requester fails to clarify the request after receiving a response from the Department of Law seeking clarification, the Department of Law need not respond further to the request.

### **Copying Fees**

A. No fee will be charged for the inspection of a public record; for locating public records in response to a request and making the records available for inspection or copying; or for searching for public records, redacting portions of a record which are exempt from disclosure, or preparing an index of exempt documents.

B. The fee for copying of documents is \$.10 per page.

C. The copying fee for any request for which the response will be oversized documents, color photographs or reproductions, tape recordings and computer disks shall be the actual expense for copying, including the cost of materials.

### **Copies of Policy Available to Public**

Copies of this Policy and public records request forms shall be available to and provided to the public, without cost, at each City Department. Electronic copies shall be made available to the public on the City's website.



ACCESS TO PUBLIC RECORDS

Return to:

**City of Jeffersonville**

**Law Department**

**500 Quartermaster Court**

**Jeffersonville, IN 47130**

**(812) 285-6493**

**Email: [janderson@cityofjeff.net](mailto:janderson@cityofjeff.net)**

**NAME OF REQUESTING PARTY:** \_\_\_\_\_

**COMPANY (if applicable):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **TIME (if requesting in person):** \_\_\_\_\_

**IDENTIFY WITH REASONABLE PARTICULARITY THE RECORD OR DOCUMENT THAT YOU ARE REQUESTING:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Dear Citizen:

It is the goal of the City of Jeffersonville and its departments to comply with the provisions of Indiana Code 5-14-3 (Access to Public Records Act) for the City's public records. In an effort to ensure compliance with the Code and to promote full access to the City's public records, the City of Jeffersonville has adopted a Public Records Policy. This policy covers the Office of Mayor along with its departments.

### **Public Records Policy**

As part of the policy, the City has developed an Access to Public Records Request form. This is a form that the public may use when seeking disclosure of public records. This form can be printed, completed and returned to the Law Department by email or mail to the following:

[janderson@cityofjeff.net](mailto:janderson@cityofjeff.net)

or

City of Jeffersonville  
Attn: Law Department  
500 Quartermaster Court  
Jeffersonville, IN 47130

### **Public Records Request Form**

Copies of both the Access to Public Records Policy and the Public Records Request form are attached and also available through the City of Jeffersonville Law Department.

The Indiana Public Access Counselor's site provides advice and assistance concerning Indiana's Public Access Laws to members of the public and government officials and their employees.