

Hartford City Public Library

Public Records Policy

The Hartford City Public Library, as a public agency, abides by the Access to Public Records Act outlined in Indiana Code IC 5-14-3.

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 Library Director.
2. A request for inspection or copying of public records owned by the Library must identify with reasonable particularity the record being requested and be in writing on the "Public Record Copy Request" form approved by the State of Indiana (available online at <https://forms.in.gov/Download.aspx?id=7184> or available for pickup at the Library).
3. Request forms can be submitted in person, by fax, by mail, or by email.

There is no charge for viewing public records. However, any costs associated with reproducing and delivering such records (printing, photocopying, faxing, etc) are the responsibility of the person or persons making the request.

If the request is delivered personally to the Library, the Library has 24 business hours to respond to the request. If the request is delivered by U.S. Mail, email, or fax, the Library has seven calendar days to respond. "Respond" does not mean provide the records but only acknowledges receipt of the request. The Library has a reasonable period of time to provide access to the records or deny the request.

The Library Director shall respond in writing to a request for public information, and 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 Library Director, 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 Library Director 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.
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.

For more information, please refer to the *Handbook on Indiana's Public Access Laws* published by the Office of the Indiana Public Access Counselor (available online at http://www.in.gov/pac/files/pac_handbook.pdf) and Indiana Code 5-14-3 (available online at http://www.in.gov/ieerb/files/IC_5-14-3_Access_to_Public_Records.pdf).

This policy was adopted on the 21st day of October, 2015, by the Board of Trustees of the Hartford City Public Library.