



ACCESS TO PUBLIC RECORDS REQUEST

Return to:

Greene County Attorney
1 East Main Street
Bloomfield, IN 47424
TEL 812-384-0081
FAX 812-384-0070
Email: recordsrequest@co.greene.in.us

Office in which records sought are believed to be located:

REQUESTING PARTY _____

COMPANY (if applicable) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE _____ EMAIL ADDRESS _____

DATE _____ TIME (if requesting in person) _____

DESCRIBE WITH **REASONABLE PARTICULARITY** THE
DOCUMENT OR INFORMATION SOUGHT:

I wish to view/inspect a record I will pick up copies Please mail/email copies (circle method)

Official Use Only

Date Received: _____

Date declined: _____

Department: _____

Reason declined: _____

Date fulfilled: _____

Charged and collected: \$ _____

Access To Public Records Request Guidelines

Requests for public records are governed by Indiana's Access to Public Records Act (APRA) which has been codified at Indiana Code § 5-14-3 et seq.

General Rule: Records of a public agency are public records and must be disclosed upon request, unless the request falls under an exception provided the law. A public agency must state that a record falls under an identified APRA exception in order to withhold a specific record. Some exceptions include:

- Records deemed confidential by law
- Investigatory records of a law enforcement agency
- Grand jury documents
- Attorney and client communications
- Work product of attorney
- Materials relating to the deliberative process
- Personnel files
- Criminal intelligence information.

All Requests: A request for inspection or copying must identify with reasonable particularity the record being requested. See IC § 5-14-3-3(a)(1). This means a request must include a description of the record or document with enough detail to allow agency staff to locate and produce the requested record or document. A request for inspection or copying must be in writing on a form provided by the agency. See IC § 5-14-3-3(a)(2). Greene County requires that all requests for public records be made on the "Access to Public Records Request", which must be completed and returned in person, by mail, or by email to the address on the form.

Response by Agency: The APRA requires a public agency to respond to requests within a specified time. This response does not mean that the requested record must be produced at that time. First, the agency must, at a minimum, acknowledge receipt of a request. Second, the record(s), if disclosable, must be produced within a "reasonable time" after the request is received.

Records That Do Not Exist: Under the APRA, an agency is not required to create any record(s) in response to a public record request. An agency is only required to disclose existing records.

Copy Cost: The county may recover costs on paper copies and duplicating electronic media, as follows:

- Clerk: \$1.00 per page copied, set by statute; \$3.00 to certify copy
- Recorder: \$1.00 per page copied or provided by PDF, set by statute
- Other offices: 10 cents per page for black and white copies
25 cents per page for color copies
\$5.00 for CD/DVD copy of electronic information

REAL ESTATE DOCUMENT REQUESTS

Most documents in the Recorder's Office are available by means other than through public records requests, two of which constitute "enhanced access". Before seeking these documents by means of public records request, please determine that none of the other means of access is available to you.

Non-subscription public searches of records is available using the Tapestry Remote Document Searching link on the county recorder's web page:

<https://www.co.greene.in.us/departments/index.php?structureid=14>

This function does cost \$6.95 per search and \$1.00 per page printed, so depending on the number of documents sought, this can be expensive.

A second option is to contact the recorder to determine if your office is eligible to make use of Laredo. This is a subscription-based search function with variable monthly subscription time frames. The Laredo link is found at:

<https://www.co.greene.in.us/topic/subtopic.php?topicid=57&structureid=14>

These are the two public means of searching and printing documents remotely.

The Recorder's Office itself is open Monday through Friday from 8 AM until 4 PM and provides counter service for simpler requests and availability of search terminals. However, terminal access may be somewhat limited and you should consult with the recorder's office regarding search terminal access. Physical and digital copies are \$1.00 per page. The per-page fee in the recorder's office is mandated by statute.

Many transfer records are located at <https://portal.sbsportals.com/modules/document-center.php?guid=98361721> and can be downloaded at no cost to the end user.

The other alternative, if you can identify the documents you wish to examine, is to retain the services of a local title company to pull deeds for you on a per-page cost plus research fee basis. As Greene County Regional Title Company is directly across the street from the courthouse, you may wish to contact them at 812-384-8498 to determine cost for their services.