

Date: \_\_\_\_\_

Diana Boersma  
Auditor of Jasper County  
115 West Washington Street, Suite 200  
Rensselaer, Indiana 47978

Dear Mrs. Boersma:

Pursuant to the Indiana Access to Public Records Act (IC 5-14-3), I would like to (inspect or obtain a copy of) the following public records:

(Be sure to describe the records sought with enough detail for the public agency to respond.)

I understand that if I seek a copy of this record, there may be a copying fee. Could you please inform me of that cost prior to making the copy. I can be reached at the following Phone Number: \_\_\_\_\_

According to the statute, you have \_\_\_\_\_ days to respond to this request. (If this letter was delivered personally to the Auditor's Office, the Auditor has 24 hours to respond to the request. If the letter is delivered by U.S. Mail or facsimile, the Auditor's Office has seven (7) days to respond to the request.

If the Auditor's Office chooses to deny the request, they are required to respond in writing and state the statutory exception authorizing the withholding of all or part of the public record and the name and title or position of the person responsible for the denial.

Thank you for your assistance on this matter.

Respectfully,

\_\_\_\_\_  
Signature of Requestor

Date: \_\_\_\_\_

To: \_\_\_\_\_

Your request to see the following public records is \_\_\_\_\_ granted / \_\_\_\_\_ denied:

If you choose to have copies made of these, records, the charge will be \_\_\_\_\_ per page or a total of \_\_\_\_\_. The copies will be available \_\_\_\_\_.

Respectfully,

\_\_\_\_\_  
Authorized Signature