JASPER MUNICIPAL UTILITIES
PHONE (812) 482-9131
FAX (812) 482-2811

REQUEST FOR ACCESS TO PUBLIC RECORDS

Per Indiana Code, requestor shall receive acknowledgement of this request within 1 business day.
The Utility Office will make every effort to provide all requested and disclosable information within 30 days of the date of the request.
Address questions to City of Jasper Legal Department: (812) 482-4255

(Please Print)

Name of person requesting access: _____ Phone: _____

Organization person represents: _____ Fax: _____

Address: _____

Date/time of request Date: _____ Time: _____

Description of specific records being requested: _____

_____

_____

_____

This request is a: ____ one time request This is for: ____ permission to inspect records as described above

____ recurring request ____ a copy of records as described above

I understand I may be charged a fee for copying the records: _____
(Signature)

FOR UTILITY USE ONLY – DO NOT WRITE BELOW THIS LINE

Request Receipt Information

Date & time request received: _____ Individual receiving request: _____

Disposition of Request

Request: _____ granted _____ denied; reason(s) for denial: _____

_____

_____

Comments: _____

_____

Individual making decision on request: _____ Disposition date & time: _____

Number of copies provided: _____Photocopy _____Computer Fee charged: $_____

_____
(Fee Received by)