



The Board of Commissioners of the
County of Allen, Indiana

ACCESS TO PUBLIC RECORDS REQUEST

Return to:
Public Information Officer
Allen County Commissioners
200 E. Berry Street, Suite 410
Fort Wayne, IN 46802
Fax: 260.449.7568
Email: michael.green@allencounty.us

NAME OF REQUESTING PARTY: _____

COMPANY (if applicable): _____

YOUR ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE NUMBER: _____ **EMAIL ADDRESS:** _____

DATE: _____ **TIME (if requesting in person):** _____

Please identify the records requested with reasonable particularity. Describe the records with enough detail so that we can adequately respond to your request.

Please indicate how you wish to receive the documents: E-mail _____ Hard copy _____

There will be a copying fee of \$0.10 per page associated with your request. Please include your e-mail address if you wish to receive electronic records (electronic records may be available at no charge).