



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): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME (if requesting in person): \_\_\_\_\_

IDENTIFY WITH **REASONABLE PARTICULARITY** THE INFORMATION TO BE REVIEWED:

*Inter-Office Use Only*

Date Request Received: \_\_\_\_\_ Date Request Denied (if applicable): \_\_\_\_\_

Employee Handling Request: \_\_\_\_\_ Reason Request Denied (if applicable): \_\_\_\_\_

Department/Division: \_\_\_\_\_ Amount Charged (if applicable): \_\_\_\_\_

Date Request Fulfilled: \_\_\_\_\_ Payment Collected and Processed: \_\_\_\_\_