



**NORTHERN INDIANA COMMUTER
TRANSPORTATION DISTRICT**

TITLE: PUBLIC RECORDS POLICY

POLICY NO. 18-03

I. **PURPOSE:** The Indiana Access to Public Records Act (“APRA”), Ind. Code 5-14-3, requires all public agencies to disclose public records upon request unless disclosure is excepted. In order to fully comply with the APRA, the Northern Indiana Commuter Transportation District (“District”) believes it is in the best interests of the District to establish a policy regarding compliance with the APRA and, in particular, responses to requests for public records made pursuant to the APRA.

II. **PUBLIC RECORDS POLICY:**

SECTION 1. The purpose of this Policy is to provide a process for responding to requests for public records made pursuant to the APRA. This Policy shall be interpreted and construed so as to promote full access to the District’s public records; provided, however, that when making public records available, the District shall prevent unreasonable invasions of privacy, shall protect confidential information, shall protect public records from damage or destruction, and shall prevent excessive interference with the efficient operation of essential government functions.

SECTION 2. The District shall make public records available in accordance with the APRA. The public shall be entitled to inspect and copy public records upon request. The President of the District shall designate an individual who shall serve as the primary point of contact for members of the public who request disclosure of public records and shall be responsible for implementation of and compliance with the APRA.

SECTION 3. All requests for inspection or copying of public records must be in writing on a form prescribed by the District and must identify the records being requested with “reasonable particularity.” A request must include a description of the public record being requested with sufficient detail to allow the District to locate and produce the requested record. The District shall respond to a request in the time required by the APRA by acknowledging receipt of the request. The records, if disclosable, will be produced within a reasonable time. The District shall determine whether a particular record is disclosable or excepted from disclosure in accordance with the APRA.

SECTION 4. The District shall not charge fees for inspection of public records. The District shall charge a fee for copying documents of ten cents (\$0.10) per page for copies that are not color or twenty-five cents (\$0.25) per page for color copies, or in accordance with the maximum fee permitted under the APRA. In accordance with the APRA, the copying of

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oversized documents, color photographs or reproductions, tape recordings and computer disks shall be the actual expense for copying, including the cost of materials. Copies shall not be made prior to payment of the copying charges by the person making the records request. Notwithstanding the foregoing provisions, the District shall collect all fees mandated by statute or ordered by a court for certification of records, copying, facsimile machine transmission, or searching for public records.

III. SEVERABILITY

If for any reason any section, subsection, sentence, clause, phrase or other part of this Policy is declared to be invalid, in whole or in part, by any court of competent jurisdiction, such declaration shall not affect the validity of the remaining portions of this Policy, which shall remain in full force and effect.

IV. EFFECTIVE DATE

This Solicitation Policy shall be effective as of the 28th day of September, 2018.

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