



City of Columbia City
112 S. Chauncey St.
Columbia City, IN 46725
REQUEST FOR RECORDS

Your Info	Name:			
	Address:		City:	State:
			Zip:	
	Email:		Phone: ()	
Requested Incident Information				
	Records being requested:			
	Notes and additional information to assist our search:			
Required Information	Per IC 5-14-3 and HEA 1360, as of July 1, 2026, we are required to report all Request for Records statistics to the State of Indiana. (Select one of the following:) ☐ I am an Indiana resident. (you may be required to submit proof of residency) ☐ I am not an Indiana resident. I am making this Request for Records on behalf of (select one of the following): ☐ Myself ☐ Another person who is an Indiana resident. (you may be required to submit proof of residency) ☐ Another person who is not an Indiana resident. ☐ An entity that is based in Indiana. (you may be required to submit proof of residency) ☐ An entity that is not based in Indiana. I am making this request for the following purpose (select one of the following). ☐ Civil, philanthropic, journalistic, academic or personal use. ☐ Commercial use. ☐ Some other use. ☐ Prefer not to say.			
_____ Signature _____ Date				

There will be a fee for copies. Out of State requests will be assessed a \$25 per hour staff fee per IC 5-14-3-8.
 Check here if you want to be told the fee prior to copies being made ()

NOTE: Upon receiving this completed form, the City of Columbia City may need to review its files to determine if the requested records exist and are disclosable and will contact you soon thereafter to advise you of its determination. If your request is denied, you will be given written notice of the statutory authority for the denial and the name and title or position of the person responsible for the denial.

Receipt Information: Date and time request received: _____

 Individual receiving request: _____

Department Dispoition by Department Head or Designee:

Completed by Employee: _____ Date Completed: _____

Date Notified: _____

_____ All records released _____ Partial records released _____ All records denied release