

Ordinance No. 16-04

**ORDINANCE REGARDING REQUESTS FOR ACCESS TO
PUBLIC RECORDS OF THE TOWN**

WHEREAS, A fundamental philosophy of the American constitutional form of representative government is that government is the servant of the people and not their master. Accordingly, it is the public policy of the state of Indiana that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees; and

WHEREAS, Providing persons with the information is an essential function of a representative government and an integral part of the routine duties of public officials and employees, whose duty it is to provide the information; and

WHEREAS, Indiana Code 5-14-3 provides that political subdivisions shall provide members of the public with access to the Town of Homecroft's public records; and

WHEREAS, Due to the small size of the Town of Homecroft the Town Hall does not have regular business hours and is therefore not always open to the general public to provide access for such requests for access to public records; and

WHEREAS, the Town of Homecroft desires to have its ordinance regulating the request for access to the Town's public records comply with Indiana state law; and

WHEREAS, In order to provide a mechanism and a clarification to the public on how it may make any requests for access to records:

NOW THEREFORE, IT IS HEREBY ORDAINED THAT:

1. Any person may inspect and copy the public records of the Town of Homecroft and any department of the town during the regular business hours of the town hall (if the town hall has regular business hours). A request for inspection or copying must:

- (1) identify with reasonable particularity the record being requested; and
- (2) be in writing or on a form provided by the Town.

2. Any request for access to records of the town shall be directed to any of the following persons: a) The town council president or b) the Clerk/Treasurer as follows:

President of the Homecroft Town Council
P. O. Box 47123
Indianapolis, IN 46247

Clerk Treasurer of the Town of Homecroft
P. O. Box 47123
Indianapolis, IN 46247

3. A fee for the copying of any requested records by the town on town equipment shall be ten cents (\$0.10) per page for copies that are not color copies or twenty-five (\$0.25) cents per page for color copies (if color copying is available on the Town's copier) and shall be paid by the person or entity requesting the copy of the record.

4. This ordinance shall be effective upon passage.

This Ordinance is hereby adopted at the duly noticed and regularly scheduled meeting of the Homecroft Town Council held this 25 day of August 2016.

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NAY

Barbara K. Jones
Tommy [unclear]
[unclear]
[unclear]
[unclear]

Passed and adopted this 25 day of August, 2016.

Barbara K. Jones
Council President

ATTEST:

[Signature]
Clerk-Treasurer