Jasper-Dubois County Public Library

Jasper-Dubois County Public Library

100 3rd Ave, Suite B
Jasper, IN 47546
812-482-2712

All requests must be mailed or emailed to library director.

Request to Inspect Public Records Held by the Jasper-Dubois County Public Library

The following request is made under Indiana Code 5-14-3.

Name: _____

Organization: _____

Address: _____

_____ Zip code: _____

Phone: _____ Fax: _____

Email: _____

Name(s) of document(s) requested:

_____ _____

_____ _____

_____ _____

If the document name is not known, provide a brief, specific description of the document requested. Please attach additional pages as needed to list items in detail.

_____ _____ _____
Date Signature Printed name

For Staff Use Only

_____ _____
Request received by Date/time

_____ _____
Request processed by Date/time

_____ _____
Date (if denied) Reason

_____
Request denied by (*name and title; attach written denial*)

_____ _____
Time spent assembling records in this request Date/time of appointment for viewing of records

_____ _____
Appointment confirmed with requester by (*initials*) Date

Records viewed: Yes No

_____
Date/time

_____ _____
Copying fee Payment received