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**ORDINANCE NO. 2021-~~0405~~**  
**An Ordinance Amending Ordinance 2019-1216**  
**Regarding the Procedures**  
**for Allowing Access to Public Records**

The Board of Commissioners of the Warren County, Indiana ordains as follows:

WHEREAS, it is necessary to make public records available to anyone who requests them, to insure requests are reviewed and answered in a timely manner, and to provide authorized records within a reasonable time, all in accordance with Indiana Code 5-14-3, et seq., regulating Access to Public Records; and

WHEREAS, the Board of Commissioners has previously passed Ordinance 2019-1216, which established certain per-page charges in excess of what may now be charged to copy public records, which the Board of Commissioners desires to amend; and

WHEREAS, the Board of Commissioners desires amend certain provisions of Ordinance No. 2019-1216 to provide for additional fees for the assembly of extract files.

NOW THEREFORE, pursuant to Indiana Code 5-14-3, et seq., be it **ORDAINED** that Ordinance 2019-1216 is hereby amended as follows:

**ACCESS TO PUBLIC RECORDS POLICY:**

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C. To recover the costs of reproducing these records, the Warren County Auditor's Office shall assess the person(s) making the request a charge of \$.10 per page for photocopying of black and white single-sided standard 8 ½ x 11 inch paper or 8 ½ x 14 inch paper, \$.25 per page for photocopying of color single-sided standard 8 ½ x 11 inch paper or 8 ½ x 14 inch paper, and \$.50 per page for photocopying of black and white single-sided 11 x 17 inch paper.

The Warren County Treasurer and Assessor shall assess a charge of \$1.00 per page for photocopying of black and white single-sided standard 8 ½ x 11 inch perforated paper.

*The Warren County Treasurer and Auditor shall assess a charge of \$25.00 per extract file, plus an additional \$25.00 per hour for time spent by any Warren County public office researching or complying with requests for extract files.*

The Warren County Sheriff's Department shall assess a charge of \$8.00 per traffic accident report, pursuant to I.C. § 9-29-11-1. The fee for providing law enforcement recordings is \$150.00 per recording.

For copying photographs, audio tapes, electronic media, non-standard documents, and other items that may not be duplicated on a standard photocopier, other than law enforcement recordings, the Warren County Auditor's Office shall charge the direct cost for such copying, as defined by I.C. § 5-14-3-2, as that section may be amended from time to time.

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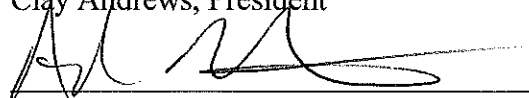
All other provisions of Ordinance No. 2019-1216 shall remain in full force and effect.

All of which is Ordained this 19<sup>th</sup> day of April, 2021.

BOARD OF COMMISSIONERS OF  
WARREN COUNTY



Clay Andrews, President

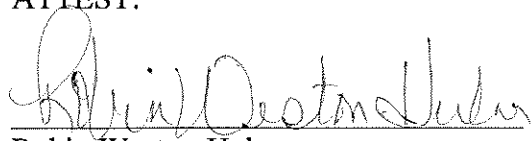


Adam Hanthorne



Craig Greenwood

ATTEST:

A handwritten signature in cursive script, appearing to read "Robin Weston-Hubner", written over a horizontal line.

Robin Weston-Hubner  
Warren County Auditor

# REQUEST FOR PUBLIC RECORDS

from Warren County, Indiana

## I. Person Submitting Request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Telephone Number: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## II. Please Identify with reasonable particularity the record

**being requested:** (Use a separate Form for each type of Record requested)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NOTICE:

(1) You will be charged:  
\$.10 per page for standard B&W copies;  
\$.25 per page for standard color copies;  
\$.50 per page for 11" x 17" copies;  
\$1.00 per perforated page copies;  
\$25.00 per extract file not including  
research time;  
\$8.00 per traffic accident report;  
\$150 per law enforcement recording; or  
The direct cost all other reproductions;  
\$1 per page, up to \$5, for certifications.

(2) A person who obtains a  
information that includes a name,  
address, telephone number, property  
location, account balance, or any  
identifying information shall not use the  
information for commercial purposes,  
including to sell, advertise, or solicit the  
purchase of goods, or services, or sell,  
loan, give away, or deliver the  
information to others for these purposes.

**Violators are subject to FINE.**

Return the completed form during regular business hours to Warren County Auditor's Office, 125 N. Monroe St., Suite 7, Williamsport, IN 47993. You will be notified within seven (7) days, as to whether your request was approved or denied.

### THIS SPACE FOR OFFICE USE ONLY:

To Whom It May Concern:

Date of Reply: \_\_\_\_\_

On \_\_\_\_\_, Warren County received your request and after careful review, the above request is (DENIED \_\_\_\_\_) (APPROVED \_\_\_\_\_). The statements marked below apply to your request:

\_\_\_ These records are copied and available at the Warren County Auditor's Office. You are responsible for a charge of \$\_\_\_\_\_ for the costs of copying of your records.

\_\_\_ After a diligent search of the County's files, the records could not be located or do not exist.

\_\_\_ The County is conducting a search and/or attempting to assemble these records, which will be done in a reasonable time. You will be notified when the records are available.

\_\_\_ Your request was unclear or did not identify with reasonable particularity the record(s) you were requesting. Please contact our office, if you would like assistance clarifying this request.

\_\_\_ The records you requested are Exempt from Public Access in accordance with Indiana Code.

\_\_\_ Other: \_\_\_\_\_

**If your request was denied and you have further questions, you may notify the Warren County Auditor's Office of your concerns and you will be contacted by the person responsible for making these decisions.**