



City of New Albany
Public Records Request Form

311 Hauss Square Room 316
New Albany, IN 47150
812-948-5333

www.cityofnewalbany.com

Public Records Request

Individuals, businesses or organizations requesting public records from the City of New Albany must submit a Public Records Request form. A Public Records Request form is required in order to obtain any City of New Albany records.

All requests must be delivered to the Department the information if being requested from. If a request is delivered to a different department within the City, it will be transferred to the Legal Department for your convenience. A request will be deemed received, for purposes of I.C. 5-14-3, once it has been received by the Legal Department.

A request of public records must specify the particular records being requested. Please include any relevant information, such as names, addresses and date ranges that will help clarify the request. A request that simply poses a question, without identifying specific records or documents, may be denied.

Requesting Party's Information

Date: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

Preferred method of contact: _____

Records being requested (*must identify the documents or records being requested and all relevant information*):
