



**City of New Albany**  
**Public Records Request Form**

142 E Main Street, Ste. 310  
New Albany, IN 47150  
812-948-5333

[www.cityofnewalbany.com](http://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*):

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