



City of East Chicago

Administrative Services Division

4525 Indianapolis Blvd East Chicago, Indiana 46312

Phone: (219) 391-8220

Facsimile: (219) 391-8223

Anthony Copeland
Mayor

Dear Sir/Madam:

"We are in receipt of your correspondence, which we understand to be a request governed by the Indiana Access to Public Records Act, IC 5-14-3-1, *et seq* (the "Act"). We are reviewing your request and will provide you with any responsive documents within a reasonable time. However, we must inform you that the Act imposes a duty on persons requesting documents to describe them with reasonable particularity. It does not require the agency to search unspecified categories of documents or general sources for information that may be responsive to a general request. Further, the Act does not impose a duty on our agency to provide or create information or answers to questions not present in existing documents that the agency may possess, but rather to provide documents you have specifically requested.

To expedite our review, we suggest that you clarify and narrow your requests to permit compliance with the Indiana Public Access Counselor's analysis the Act's "reasonable particularity" standard requires requests for correspondence to be specific as to date, sender/receiver and subject, as discussed, for example, in Opinion of the Public Access Counselor, 08-FC-176.

Upon the completion of our review, any responsive records found will be inspected to determine whether they contain any material which by statute shall or may be withheld from public inspection and copying. You then inspect the documents and/or request copies at \$0.10 per page."

Sincerely,

Roselyn Sakevicius

Roselyn Sakevicius
City of East Chicago

Received By: _____

Date: _____