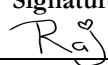


**PUBLIC RECORDS (APRA) REQUEST
CITY OF SOUTH BEND**

Name of Requesting Party:			
Address:	City:	State:	Zip:
Telephone:	Date of Request:	Time of Request:	Submitted (check one): <input type="checkbox"/> In Person <input type="checkbox"/> Mail, Email or Facsimile
Email of Requesting Party:		Signature of Requesting Party:  For Adam Steinbaugh	
Name of Department having records, if known (i.e. Police, Building, Fire/EMS, Public Works):			
Records Requested. Please be specific. Use the back of form if additional space is needed. <hr/> <hr/> <hr/> <hr/>			
Check one: I request to <input type="checkbox"/> INSPECT or <input type="checkbox"/> BUY copies of the records requested.			
Check one: I request to receive my records by: <input type="checkbox"/> in-person pick-up; or <input type="checkbox"/> REGULAR MAIL; or <input type="checkbox"/> EMAIL; or <input type="checkbox"/> FAX			

***** SUBMIT REQUESTS TO THE LEGAL DEPARTMENT (apra@southbendin.gov) *****

CITY OF SOUTH BEND USE ONLY

Request Received By:	Department:	Date and Time Received:
Acknowledged Receipt: <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> In Person Acknowledgement Form		
Department Comments: <hr/> <hr/>		
ATTORNEY DECISION		
INFORMATION IS _____ DISCLOSABLE		INFORMATION IS NOT DISCLOSABLE _____
Attorney Comments and Instructions: _____ <hr/>		
Attorney Signature: _____		Date of Decision: _____
Letter sent (Date):	Decision Sent To:	Date: By:
Informed requesting Party that information is _____ DISCRETIONARY DISCLOSURE or _____ NON-DISCLOSABLE		
Date:	Signature:	<input type="checkbox"/> In Person <input type="checkbox"/> By Telephone <input type="checkbox"/> By Email

To Whom It May Concern:

Pursuant to the Indiana Access to Public Records Act, I hereby request the following records:

This request seeks records relating to the Facebook page located at <https://www.facebook.com/CityofSouthBend> and the Twitter account @CityofSouthBend. An example of what each of these records look like is attached and available at <https://www.documentcloud.org/documents/2157>

I request:

1. A copy of the full settings for the Facebook page. These records may be accessed through one of three processes:

The first option:

- (a) Log in as an administrator of the page.
- (b) Navigate to the Facebook page (i.e., <https://www.facebook.com/CityofSouthBend>).
- (c) On the lefthand side of the page, where it says "Manage Page," scroll to "Settings," located at the lefthand side of the bottom of the page.
- (d) Click "General" on the lefthand side of the page.

The second option:

- (a) Log in as an administrator of the page.
- (b) Go to <https://www.facebook.com/CityofSouthBend/settings/?tab=settings>.

The third option:

- (a) Log in as an administrator of the page.
- (b) Navigate to the Facebook page (i.e., <https://www.facebook.com/CityofSouthBend>).
- (c) Go to this URL: https://www.facebook.com/CityofSouthBend/settings/?tab=settings&ref=page_edit§ion=download_your_page
- (d) Click "Download your page"
- (e) Select "HTML," "High," and "All time" in the available options.
- (f) Make sure only the "Page profile information" and "Page settings" boxes are checked.
- (g) Click "Request a download."
- (h) When the information is ready to download, enter the password to download it.
- (i) Press "confirm."
- (j) Provide the files contained in the .zip file.

2. A copy of the list of banned people and pages. This record may be accessed in this manner:

- (a) Log in as an administrator of the page.
- (b) Navigate to the Facebook page (i.e., <https://www.facebook.com/CityofSouthBend>).
- (c) On the lefthand side of the page, where it says "Manage Page," scroll to "Settings," located at the lefthand side of the bottom of the page.
- (d) Click "People and other Pages" on the lefthand side of the page.
- (e) On the menu labeled "People who Like this Page," select "Banned People and Pages"

3. A copy of the list of "Page Roles." This record may be accessed in this manner:

- (a) Log in as an administrator of the page.
- (b) Navigate to the Facebook page (i.e., <https://www.facebook.com/CityofSouthBend>).
- (c) On the lefthand side of the page, where it says "Manage Page," scroll to "Settings," located at the lefthand side of the bottom of the page.
- (d) Click "Page Roles" on the lefthand side of the page.

5. A copy of the lists of users blocked by the @CityofSouthBend account. This list can be obtained through this process:

- (a) Log into the account.
- (b) Visit this URL: <https://twitter.com/settings/blocked/all>
- (c) Visit this URL: <https://twitter.com/settings/blocked/imported>

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 7 business days, as the statute requires.

Sincerely,

Adam Steinbaugh