City of East Chicago
Administrative Services Division
4525 Indianapolis Blvd. East Chicago, Indiana 46312
Phone: (219) 391-8220 Fax: (219) 391-8223

Anthony Copeland
Mayor

Dear Sir/Madam,

We have received your correspondence, which we understand to be a request under the Indiana Access to Public Records Act, IC 5-14-3-1, et seq (the "Act"). We are currently reviewing your request and will provide you with any responsive documents within a reasonable time.

However, we must inform you that the Act requires individuals requesting documents to describe them with reasonable particularity. Our agency is not obligated to search through unspecified categories of records or general sources for information that may be responsive to a broad request. Additionally, the Act does not require us to provide or create information or answers to questions that are not present in existing documents we may possess; rather, it requires us to provide only the documents you have specifically requested.

To expedite our review, we suggest clarifying and narrowing your request. The Indiana Public Access Counselor has established that requests for correspondence should be specific regarding the date, sender/receiver, and subject. This is discussed in further detail in the Opinion of the Public Access Counselor, 08-FC-176.

Once we complete our review, any responsive records found will be inspected to determine if they contain any material that, by statute, must or may be withheld from public inspection and copying. You will have the opportunity to inspect the documents and/or request copies at $0.20 per page.

Sincerely,

Valeriano F. Gomez
Controller, City of East Chicago

Signature of Requestor: _____

Date Submitted: _____