

**NORTHERN INDIANA COMMUTER TRANSPORTATION DISTRICT  
REQUEST FOR PUBLIC RECORDS**

Instructions: This form must be used for all requests for public records. You may submit your request for public records as follows:

NICTD Public Records Request  
33 East US Highway 12  
Chesterton, IN 46304

[records@nitcd.com](mailto:records@nitcd.com)

RECORDS REQUEST

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Records Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GUIDELINES

1. All records of a public agency are public records that must be disclosed upon request unless the requested record falls within an exception to disclosure provided by the Indiana Access to Public Records Act (“APRA”).
2. All requests for inspection or copying of public records must be in writing and must identify those records with “reasonable particularity,” which means that a request must include a description of the record with enough detail to allow NICTD staff to locate and produce the requested record.
3. Under APRA, a public agency such as NICTD is required to respond to a requested within a specified time, but this response does not mean the requested records must be produced at that time. NICTD will respond by acknowledging receipt of the request. The records, if disclosable, will be produced within a reasonable time. NICTD is not required to create records in response to a request.
4. No fees shall be charged for inspection of public records. The fee for copying documents is ten cents (\$0.10) per page for copies that are not color or twenty-five cents (\$0.25) for color copies. The copying of oversized documents, color photographs or reproductions, tape recordings and computer disks shall be the actual expense for copying, including the cost of materials. All fees shall be paid by the person making the request before the records are copied. Additional fees may apply where provided by statute or court order.