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## Auditor of State: Policy on Public Records

Effective: June 1, 2018

Updated: February 23, 2023

The Auditor of State (AOS) has adopted the following policy for public records requests in order to increase government transparency and uphold the spirit of Indiana's Access to Public Records Act, as defined in IC 5-14-3.

### 1. Submitting a Request

AOS desires all requests be formalized in writing and include the contact information of the requestor. This ensures AOS is able to effectively and efficiently provide the public with the information they seek. The following methods are acceptable ways to deliver your written request:

- A. In-Person Delivery: Drop off a request at the AOS office located at 200 W. Washington Street, Statehouse Room 240
- B. US Mail Delivery: Mail a request to: Auditor of State, Attn: Public Records Request, 200 W. Washington St. Indianapolis, IN 46204
- C. Email Delivery: Send an email to [comments@auditor.in.gov](mailto:comments@auditor.in.gov) with the subject of "Public Records Request"

### 2. AOS Records

As the AOS maintains the State of Indiana's financial data, it is important to be specific when you are making your requests. Without specificity, we will be unable to locate the information you seek. Along with your general statement of inquiry, *including details such as date ranges and payment types helps us gather the correct information.*

AOS pays all state employees, but AOS does not maintain human resources information such as job title, work location, employee position, or promotion status. This is a function of the Indiana State Personnel Department (SPD). If you are looking for payroll data that matches an employee's compensation with these fields, direct your request to SPD.

### 3. Charges

Records will be provided by electronic form at no charge to the requestor. However, if the original record is in paper form, AOS reserves the right to charge for the printing of the records as laid out in IC 5-14-3-8.

### 4. Public Review of Paper and Microfiche Records

Original records can be reviewed at AOS during regular business hours M-F 8:00am-4:30pm. AOS cannot allow original records to be taken off the premises for inspection. Additionally, AOS currently maintains some information on Microfiche. In order to ensure a requestor is able to view the microfiche, they will need to coordinate a time during normal business hours to use an on-site microfiche reader.

### 5. Additional or Follow-Up Requests

When the original request is completed, AOS Legislative Director will provide indication to the requester. If additional questions or inquiries are submitted, AOS may require a new, separate request for information be submitted.