



STATE OF INDIANA

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October 31, 2025

Carla R. Tribble
*Address
Redacted*

Via email: *Address Redacted*

Re: Complaint 25-FC-041
Tribble, Blackford County Area Plan Commission

Dear Ms. Tribble:

This advisory opinion is in response to your complaint, dated February 17, 2025, regarding the Blackford County Area Plan Commission (Respondent).

A Notice of Complaint was sent to Respondent with a copy of your complaint attached on March 27, 2025. Your complaint alleges that Respondent failed to provide you with the documents, specifically meeting minutes for 2021 and 2022, you requested under the Access to Public Records Act (APRA). Indiana Code (IC) 5-14-3-1 et seq.

This Notice requested a formal response to the complaint from Respondent. This office has not received a response to this particular complaint.

ANALYSIS

Your complaint states that you requested, on January 13, 2025, copies of the minutes of meetings of Blackford County Area Plan Commission for the years 2021 and 2022. In your email dated September 4, 2025, you confirmed that you still had not received copies of those meeting minutes. The issue here is what constitutes a "reasonable" amount of time to respond to your records request.

IC 5-14-3-3(b) requires the public agency to provide copies of records within a "reasonable time" after the request is received by the agency. The Respondent,

through Anne Owen, acknowledged receipt of your request on January 14, 2025, and stated that the copies would be provided.

The statute is silent on what constitutes a “reasonable time” to respond to a records request. This office has recognized several factors in determining what effects the concept of reasonable time and those factors are the 1) volume of the request, 2) complexity of the request, 3) number of pending requests, 4) staff available to respond to the request or 5) other operational factors that impact the ability to respond to the request.

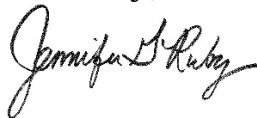
The records requested were copies of minutes of meetings. These records should have been submitted to and approved by the Respondent at or near the next public meeting, for each of the meetings over the years of 2021 and 2022 as a matter of ordinary business practice. These records are permanent records of Respondent and should be filed in the year the records were produced.

Here, failing to copy records that are readily available and permanent records of a public agency for a period of nearly eight (8) months seems unreasonable.

CONCLUSION

This office finds that Respondent violated APRA by failing to provide copies of the requested records within a reasonable time from the date of the request.

Sincerely,



Jennifer G. Ruby
Public Access Counselor

cc: Aubrey Crist, Attorney, *Address Redacted*
Blackford County APC, *Address Redacted*