**APRA REQUEST – FINAL RESPONSE LETTER**

***SENT BY ELECTRONIC MAIL TO (set out email address)***

***or***

***SENT BY REGULAR U.S. MAIL (set out postal address)***

DATE

INSIDE ADDRESS

Re: Public Records Request Final Response

Dear

Our office received your public records request on (INSERT DATE) by (SET OUT MEANS OF RECEIPT).

Access to public records maintained by a public agency is controlled not only by the Access to Public Records Act. See Indiana Code 5-14-3-4(a)(8).

(IF COURT RECORDS ARE INVOLVED ADD)

When court records are sought, rules adopted by the Indiana Supreme Court apply:.

Access to Court Records Rules and Administrative Rule 9 which explain the records available to the public. See: <https://www.in.gov/courts/publications/rules/>.

In your request, you asked to obtain a copy of: (SET OUT THE REQUEST AS MADE)

After review of your request, we find that we have the following public records to provide:

(LIST EACH RECORD)

OR

After review of your request, we find that (we do not possess the record(s) you seek)

(we cannot provide the records sought because (state legal reason for denial).

Yours truly