



PLEASE READ THE FOLLOWING INFORMATION

In compliance with IC 5-14-3, the public shall have access to USI Public Safety documents that qualify as disclosable public records. The law allows 24 hours to respond to a public records request if presented in person. A response shall be made within 7 calendar days of the receipt of mailed or faxed requests. A response is not the actual production of the records but will include any or all of the following statements that apply to the request: (a) a statement identifying the public records maintained by this agency that will be provided and the estimated date the records will be produced, (b) the request is denied and will be withheld because it is confidential or nondisclosable (citing statutory authority), (c) The record does not exist, (d) the record may exist and files are being reviewed/retrieved and an additional progress response will follow.

USI Public Safety-8600 University Blvd, Evansville, IN 44712
USI Public Safety FAX #-812-465-1279

Please complete the following form to process your request - Check the appropriate information

<p>REQUEST</p> <ul style="list-style-type: none"> <input type="radio"/> In person <input type="radio"/> Mail <input type="radio"/> Fax <input type="radio"/> Email <p>REQUEST SOURCE</p> <ul style="list-style-type: none"> <input type="radio"/> University Department <input type="radio"/> Individual <input type="radio"/> Other 	Name:
	Department/Affiliation:
	Mailing Address: (Where this request will be sent)

PUBLIC RECORD(S) REQUESTED

Check appropriate record	Specific information required
<input type="radio"/> Incident Report	Case #: Other Info: Date Occurred:
<input type="radio"/> Other	Other info:

DISPOSITION-OFFICE USE ONLY

Date/Time Received: Employee Receiving:
Approved/Denied: Statutory Authority cited if denied:
Date/Time of Release: Employee/Method of Release:
Notes: