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Tony Liggett
Sheriff

Partnering with our Community to offer Quality Public Safety

## Public Records Request

- Individuals requesting records must do so specifically in writing.
- If the request is made in person, we will respond to you within twenty-four (24) hours.
- If the request I made by mail, we will respond to you within seven (7) days upon receipt of your request.
- Our initial response does not mean production of documents.
- All public records are subject to inspection during regular business hours, excluding holidays and weekends.

Tony Liggett, Sheriff of Carroll County

## CARROLL COUNTY SHERIFF'S OFFICE REQUEST FOR PUBLIC RECORDS

(Covered under I.C. 5-14-3-5)

## **Policy Statement**

It is the policy of this department to provide any and all public information permitted under the law (I.C. 5-14-3-5) to all citizens. In order to effectively and sufficiently serve you, please complete the information below. Thank you.

**Sheriff Tony Liggett** 

I hereby request to view information permitted by the law of the following:		
	st type or kind of incident if n more space is needed, pleas	
Indicate approximate date	e, time and location of incider	nt for which you are seeking information.
	Date:	
	Time:	
	Location:	
Name:		
	(Person requesting informati	on or records)
		Zíp:
Phone Number: ()		
Date Requested:	Date Needed:	