



# SPENCER TOWNSHIP

**Tanner Resch, Trustee**

1905 Deece Dr. North Vernon, IN 47265

812-379-8701 | [www.sepencertownship40.in.gov](http://www.sepencertownship40.in.gov) | [spencertrustee@gmail.com](mailto:spencertrustee@gmail.com)

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## Public Records Request

Submit this completed form to **one** of the following:

**Mail:**

Spencer Township Trustee  
1905 Deece Dr.  
North Vernon, IN 47265

**Email:**

[spencertrustee@gmail.com](mailto:spencertrustee@gmail.com)

Name of Requesting Party _____	Address of Requesting Party _____ _____
Phone Number _____	Email of Requesting Party _____
Date of Request _____	Time of Request (ET) _____

Submitted:	<input type="checkbox"/> In Person/Phone	<input type="checkbox"/> Mail/Email
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Records Requested:          
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<b>For Township Use Only</b>
Request Received By: _____
Date and Time Received (ET): _____

## Instructions for Completing the Public Records Request

1. **Name of Requesting Party.** The name of the individual that is submitting the request.

**Address of Requesting Party.** Provide the current mailing address the Township may mail any correspondence relating to the request.

**Phone Number.** Provide a working phone number in case the Township has questions regarding your request and needs to contact you.

**Email of Requesting Party.** Provide the email address the Township may use to send any correspondence relating to the request.

**Date of Request.** The date the request was submitted to the Township.

**Time of Request (ET).** The time (Eastern Time) the request was submitted to the Township.

**Submitted.** Select the method used to submit your request to the Township.

2. **Check one of the categories for requesting information.** Select the category of your request for information.
3. **Records Requested.** A request for records must identify with reasonable particularity the record being requested, including a description of the record.

You may submit the form using the following methods:

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Spencer Township Trustee  
1905 Deece Dr.  
North Vernon, IN 47265

**Email:**

spencertrustee@gmail.com