

Responding to APRA Requests

Time frames for responding to APRA Requests depends on the manner in which the public agency receives the request.



IC 5-14-3-9 concerns denial and remedies, but also sets forth times for response:

- If requestors is **physically present** in the office of the agency, makes the request by **telephone**, or requests **enhanced access** to a document and, the agency has twenty-four (24) hours to respond.
(enhanced access=on disk or through remote computer)
- If the request is made by **mail or by facsimile** the public agency has 7 days from the date the public agency received the request to respond.
- Important: Production of documents is not required in these time frames, but within a reasonable time.