

Requesting Access or Copy of Public Record

Date: 7/26/18

Brigette Cook Jones  
Hancock County Tourism Director  
119 West North St.  
Greenfield, IN 46140  
Brigette Cook Jones<tourhancockcounty@outlook.com

Dear Brigette Cook Jones

Pursuant to the Access to Public Records Act (Ind. Code 5-14-3), I would like to inspect or obtain a copy of the following public records:

Re:

These records should include: See attached separate list.

- a. Copies of any and all grants, written contracts, service agreements or special provisions awarded or given to the Hancock County Visitors Bureau for the Calendar Years listed in Items (d) and (e) below.
- b. Copies of any and all appropriation spending tracking documents or excel spread sheets showing Innkeepers Tax revenue received from the County Treasurers office 7304-000-5000-07 forms and how funding was distributed between the Tourism Commission and the Hancock County Visitors Bureau.
- c. Copies of any contracts, instructions, agreements or minutes of meetings covering use of funds, reporting of expenditures, provisions for providing the Tourism Commission with copies of vendor invoices as proof that funds were used for purposes as intended and end of year financial reporting requirements for 501 3 C not for profits groups.
- d. Copies of any and all financial reports from the 501 3 C Indiana Not for Profit for Calendar Years 2012, 2013, 2014, 2015, 2016 and 2017

e. Copies of all 60 day completed project reports and all other related documents to include copies of all supporting documents such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records submitted as documentation on how awarded funds were used for application for grants awarded during CY 2012,2013, 2014, 2015, 2016 and 2017.

f. Copies of any correspondence between Hancock County officials and Tourism Commission (and members) related to the Hancock County Visitors Bureau. This includes written correspondence, Emails, telecommunications and any communication regardless of means.

g. Copies of any cancelled checks or payments made by the Tourism Commission for intended use by this group, whether issued directly to this group or to another group for "pass through" for eventual use by this group.

h. Copies of all documentation considered in certifying or otherwise documenting that the requesting organization was an eligible Indiana Not for Profit Corporation in good standing with the Indiana Secretary of State to receive grant funds from the Tourism Commission, I.C. 6-9-18-6, subsection (6).

I would prefer that these records be made available for inspection by me at the Tourism Commission office located at 119 W. North St. Greenfield, IN 46140. Please contact me to schedule a mutual agreeable time for my inspection.

I understand if the requested records that I seek are required to be copied to hard copy or disk, there may be a copying fee. If a copying fee is charged, please inform me of that cost and the number of pages to be copied prior to making the copies. I can be reached at (your phone #) or e-mail me at (your Email).

According to the statute, you have 24 hours to respond to this request. (If this letter was delivered personally to the public official's office, the agency has 24 hours to respond to the request. If the letter is delivered by U.S. Mail, email or facsimile, the agency has seven days to respond to the request.)

If you choose to deny the request, you are required to respond in writing and state the statutory exception authorizing the withholding of all or part of the public record and the name and title or position of the person responsible for the denial.

Thank you for your assistance on this matter.

Respectfully,

Michael Thompson

317-590-8105  
+wicky062188@gmail.com

Hand-delivered to and received by Brigitte Cook Jones on July 26, 2018 at 3:00pm

Brigitte Cook Jones

Tourism Commission Executive Director