

SAMPLE LETTER REQUESTING SCHEDULE OF WAGES

Date

Municipal
or
State Agency

In Re: Public Records Request

Dear Sir:

I am requesting a copy of the “schedule of the wages to be paid to such laborers, workman, or mechanics” on the *(name of project)*. I.C. 5-16-7-2 Sec. 2 requires any contractor or subcontractor performing public work, pursuant to I.C. 5-16-7-1 et seq., to file this schedule of wages, with your office, before any work is performed on such contracts or subcontract.

Please be advised that the request is made pursuant to Indiana’s Access to Public Records Act, I.C. 5-14-3-1 et. seq. which requires a response within seven (7) days of receipt.

Through this letter the *(name of your union)* agrees to be responsible for the reasonable copying charges pursuant to I.C. 5-14-3-8.

Please forward the requested documents to the undersigned at the above address. If you have any questions regarding this request, including appropriate payment arrangements for the cost of processing this request, please contact me.

Sincerely,