



MEMORANDUM

TO: Whom it May Concern
FROM: Matt Voors, General Counsel *MPV*
DATE: June 28, 2011
SUBJECT: Record Copying and Certification

Effective July 1, 2011, the Indiana Department of Education (Department) will be charging a fee for both copying of records and certifying records pursuant to IC 4-21.5-5-13(d). The Department will charge \$0.10 per page for copying and \$5.00 for certification. Payment is due prior to the delivery of the records.

The Department will prepare a certified copy of the record of an administrative hearing upon the request of the party appealing the decision of the administrative law judge. A party requesting the record must complete and submit the records request on the form created by the department. A copy of the form has been attached to this memo and will be available upon request.

Authority: IC 4-21.5-5-13

(c) Upon a written request by the petitioner, the agency taking the action being reviewed shall prepare the agency record for the petitioner. If part of the record has been preserved without a transcript, the agency shall prepare a transcript for inclusion in the record transmitted to the court, except for portions that the parties to the judicial review proceeding stipulate to omit in accordance with subsection (e).

(d) Notwithstanding IC 5-14-3-8, the agency shall charge the petitioner with the reasonable cost of preparing any necessary copies and transcripts for transmittal to the court, unless a person files with the court, under oath and in writing, the statement described by IC 33-37-3-2.