

REQUEST FOR PUBLIC RECORDS – TWIN LAKES REGIONAL SEWER DISTRICT

Request Information

To inspect or receive a copy of public records, you must complete this request and give it to the department which keeps the records.

Name, address and phone \_\_\_\_\_

My request is to:  Inspect requested:  Receive a copy of the requested record(s) (there will be a charge). The public record(s) that I am requesting are (be specific):

\_\_\_\_\_  
\_\_\_\_\_

Request Log-in

Request received by \_\_\_\_\_, TLRS D Date: \_\_\_\_\_ Time: \_\_\_\_\_

The District must respond to a request within 24 hours if form is presented in person or within 7 days if received by mail.

Response

Responder: \_\_\_\_\_ Title \_\_\_\_\_ Date/ Time completed \_\_\_\_\_

Response was:  picked up on date \_\_\_\_\_  mailed on date \_\_\_\_\_

Requested record(s) available for inspection at \_\_\_\_\_  
Records: \_\_\_\_\_

Copy of requested record(s) provided. Copying charge: \$ \_\_\_\_\_

Requested record(s) not furnished because of inadequate identification

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The following requested record(s) is/are not being disclosed for the following reason(s):

The requested record(s) has been declared confidential by a state statute.

The requested record(s) has been declared confidential by an agency under specific authority granted by statute.

The requested record(s) has been declared confidential by the Indiana Supreme Court.

The requested record(s) is required to be kept confidential by federal law.

The requested record(s) contains trade secrets.

The requested record(s) contains a person's confidential financial information not filed pursuant to state statute.

The requested record(s) is an attorney's work product prepared in anticipation of litigation.

- The requested record(s) contain test questions or answers or other examination data used in administering a licensing or employment examination before it is given or is to be given again.
  - The requested record(s) contains employment examination test scores of a person identified by name who has not consented to release.
  - The requested record(s) relates to negotiations between an economic development commission with industrial or commercial prospects created while negotiations were in progress.
  - The requested record(s) are an inter or intra-agency record(s) that are expressions of opinion or are of a speculative nature which were created for the purpose of decision making.
  - The requested record(s) is a dairy, journal or other personal notes.
  - The requested record(s) is a personnel file of a public employee or an employment application for public employment.
  - The requested record(s) contains administrative or technical information that would jeopardize a record keeping or security system.
  - The requested record(s) is computer software owned by the District or entrusted to it.
  - The requested record(s) were specifically prepared for discussion or developed during discussion in an executive session in which the public was excluded.
  - The requested record(s) contains the identity of a donor of a gift to the District who has requested or required that his or her identity not be disclosed.
  - The requested record(s) are investigatory records of law enforcement agency whose disclosure is not required.
  - The requested record(s) is a job title or job description of a law enforcement officer.
  - A list of public employees may not be disclosed or used for commercial purposes.
  - Criminal history information of an individual may not be revealed for the desired purpose
  
  - Other, specify: \_\_\_\_\_
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