

REQUEST FOR PUBLIC RECORDS – CITY OF WEST LAFAYETTE, INDIANA

Request Information: To inspect or receive a copy of public records, you must complete this request and give it to the Clerk's Office or the department which keeps the records. This form may be emailed to clerk@westlafayette.in.gov.

Name and Address: _____

Email: _____ Phone: _____

My request is to: Inspect requested record(s) Receive a digital copy of the requested record(s)
 Receive a printed or other physical copy of the requested record(s) (*Note: There may be a charge.*)

The public record(s) that I am requesting are (please be as specific as possible): _____

Request Log-in by City

The City must respond to a request within 24 hours if form is presented in person or within 7 days if received by (e-)mail.

Request received by: _____ Dept.: _____ Date: _____ Time: _____

Response by City

Responder: _____ Title: _____ Date and Time Completed: _____

Response was: picked up on date _____ (e-)mailed on date _____

requested record(s) available for inspection at _____

copy of requested record(s) provided – Copying charge: \$ _____

requested record(s) not furnished because of inadequate identification
(information requested is unclear or non-specific)

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

The requested record(s):

- relates to negotiations between an economic development commission with industrial or commercial prospects created while negotiations were in progress.
- 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.
- is a diary, journal, or other personal notes.
- is a personnel file of a public employee or an employment application for public employment.
- is software owned by the City or entrusted to it.
- were specifically prepared for discussion or development during discussion in an executive session in which the public was excluded.
- are investigatory records of a law enforcement agency whose disclosure is not required.
- 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) _____

The requested record(s) have been declared confidential:

- by state statute.
- by an agency under specific authority granted by statute.
- by the Indiana Supreme Court.
- as required by federal law.

The requested record(s) contains:

- trade secrets.
- a person's confidential financial information not filed pursuant to state statute.
- an attorney's work product prepared in anticipation of litigation.
- test questions, answers, or other examination data used in administering a licensing or employment examination before it is given or is to be given again.
- employment examination test scores of a person identified by name who has not consented to release.
- administrative or technical information that would jeopardize a record keeping or security system.
- the identity of a donor of a gift to the City who has requested or required that his or her identity not be disclosed.

To Whom It May Concern:

Pursuant to the Indiana Access to Public Records Act, I hereby request the following records:

A list of all settlements reached by the City of West Lafayette, Indiana with any individual alleging damage caused by the City of West Lafayette, its departments, or employees thereof, for the period of January 1, 2019 to December 31, 2020, including the date of the settlement, the description of the claim alleging damage, the individual or department alleged to have caused the damage, and to whom the settlement was paid.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 7 business days, as the statute requires.

Sincerely,

Frank Rosenthal