



## West Lafayette Records Request Form Cover Sheet

### POLICE RECORDS

The below form is for **non-Police** records only. The West Lafayette Police Department uses a different form that is then sent to the email address indicated on that form.

Please visit the West Lafayette website (<https://www.westlafayette.in.gov/>) and navigate to the section for the Police Department to download the current version of the Department's form. You may also call the Police Department's Records staff at: 765-775-5210 for more information.

### OUTSIDE PROPER CITY LIMITS

Requests related to properties outside of the proper West Lafayette City limits will likely need to be handled by Tippecanoe County (<https://www.tippecanoe.in.gov/>), the City of Lafayette (<https://lafayette.in.gov/>), or the Wabash Township Fire Department (<https://wabashtownship79.in.gov/>).

- A property may have a West Lafayette mailing address but be outside of City limits.
- Lafayette and West Lafayette are neighboring – but different – cities.
- One way to check the boundaries of a property is to use the **map tools** (with *Cities* selected) on the County's Geographic Information System (GIS) website, hosted by [Beacon](#). (West Lafayette's boundaries show in **red**.)

Please contact the West Lafayette Clerk's Office ([clerk@westlafayette.in.gov](mailto:clerk@westlafayette.in.gov) or 765-775-5150) if you have any questions.

# 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](mailto: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.