

Public Record Request Form

The Battle Ground Water Conservancy District manages and maintains public records and responds to public records requests made to the agency in accordance with the Indiana Access to Public Records Act, or “ARPA” (Indiana Code §5-14-3).

ARPA requires that all requests must identify records with “reasonable particularity”; this means that a request must include a description of a record with enough detail to allow agency staff to locate and produce the requested record after the request is received. Requests are received and processed as quickly as possible. Under ARPA, an agency is not required to create any record(s) in response to a request; an agency is only required to disclose existing records.

The fee schedule for copying or printing records:

- \$.10 per one-sided page
- \$5.00 per USB for copying of records onto an electronic storage medium

Date of request:
Name:
Contact phone or email:
Identify in detail the record(s) / document(s) that you are requesting. Information that will help identify the record include the name of the document (if known), topic of interest, date range of interest, and/or any keyword(s) for a document search. <i>(Use additional pages, if necessary.)</i>

Mail / E-mail / Drop off your public record request to:

Battle Ground Conservancy District, Public Record Request
100 College Street PO Box 303
Battle Ground, IN 47920

E-mail: treasurer@battleground.in.gov

For Office Use:

Cost:	Date Payment Received:
Notes:	