Board of Directors

Lake Deturk Conservancy District

P.O. Box # 1149

Martinsville, IN 46151

Dear Board of Directors:

Pursuant to the Access to Public Records Act (Ind. Code 5-14-3), I would like to (*inspect or obtain a copy of*) the following public records:

(*Be sure to describe the records sought with enough detail for the Board to understand the request and be able to respond.*)

I understand if I seek a copy of this record, there may be a copying fee. Could you please inform me of that cost prior to making the copy? I can be reached at (*phone number and email* *address*).

According to the statute, the Board has 7 calendar days from receipt of this request to respond to this request. If the Board denies the request, the Board is required to respond in writing and state the statutory exception authorizing the withholding of all or part of the public record and the name and position of the person responsible for the denial.

Thank you for your assistance on this matter.

Respectfully,