



APPLICATION TO ACCESS RECORDS

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Company / Affiliation: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Record Requested:

Records available include:

- 1) Septic Permit and Site Plans
- 2) Restaurant/Market Food Service Inspection Reports
- 3) Swimming Pool Inspection Reports and Water Sample Records
- 4) Completed Investigation Reports of Complaints
- 5) Minutes of Administrative hearings

\*Reason for requesting records:

*Copies of correspondence and site inspection letters are not available without written permission from the original client. Active complaint files are not available for public access.*

Hamilton County Ordinance Sec. 5-14-3-2. - Electronic formatted data; fees; commercial reproduction.

- (i) Pursuant to the provisions of IC 5-14-3-3(e), no person other than those authorized by the county may reproduce, store, grant access to, deliver, or sell any information obtained from any department or office of the county to any other person. In addition, any person who receives information from the county shall not be permitted to use any mailing lists, addresses, or databases for the purpose of selling, advertising, or soliciting the purchase of merchandise, goods, or services, or to sell, loan, give away, or otherwise deliver the information obtained by the request to any other person.

\*Optional Information

-----OFFICE USE ONLY-----

Date Released: \_\_\_\_\_ By: Fax Email US Mail Other: \_\_\_\_\_

Records Researched by: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_