

WESTFIELD PUBLIC WORKS

Request for Information

1. Date: _____

2. Division Submitting Request To: _____

3. Recipient Name/Contact Information:

Name: _____ Email: _____

Association: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Phone: _____ Fax: _____

4. Information Requested:

The above referenced data sets and/or maps have been provided to the recipient for the sole purpose of general data reference. In addition, Westfield Public Works does not guarantee the accuracy of information contained on the material.

Some of the information contained in the data sets and/or maps being provided may contain information of a sensitive, privileged or confidential nature which is protected from public dissemination by I.C. 5-14-3-4(b)(19). By accepting the data sets and/or maps, the recipient agrees to the following:

- 1) *To not reveal, disclose, copy, post, disseminate, publish or otherwise discuss any information of a sensitive, privileged or confidential nature to any unauthorized person or entity.*
- 2) *To assure that any sensitive, privileged or confidential information maintained in an electronic format shall not be kept on a hard drive or any network/shared drives. The data shall be kept in a secure area.*
- 3) *To return or destroy, as appropriate, any and all copies, discs or CD's, once the need for the data has ended.*

By signing this release the "insert recipient" agrees to these conditions.

Name

Title

Date

WPWD Acknowledgment:

Name

Title

Date

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