

Public Records Request

Attn: Records Custodian at: **SUN 'n LAKE of SEBRING IMPROVEMENT DISTRICT**

This request is in pursuant to the Public Records Act, Chapter 119 of the Florida Statutes.

I _____ (*you are not required to give your name, however, we ask that requestors please provide at least one method of contact, see below*) am requesting copies of any and all documents that you have in your files located at, **5306 Sun 'n Lake Boulevard, Sebring, Florida 33872** regarding _____

for the period of time from _____ through _____.

This request includes everything contained in the **District's** file for the aforementioned entities and/or persons including but not limited to all printed, handwritten, electronic, computer stored, audio, photographic, and/or video records.

You are not required to explain why you are making a request.

Please note:

If any of the above information is confidential, not publicly accessible, and/or exempt from public disclosure, you will be notified in writing along with the reasons for our withholding such information, citing to the applicable exemption for the Public Records Act. See, Florida Statute § 119.07(1)(e) and (1)(f). If the purported exemption we are claiming only applies to a portion of the records, that portion of the records will be redacted, or deleted and we will provide copies of the remainder of the records in accordance with § 119.07(1)(d), Fla. Stat.

Sun 'n Lake Improvement District begins processing requests in the order they are received and works to fulfill all requests as quickly as possible. Broad or laborious requests can take longer to fulfill and may be subject to service fees.

Fees:

There will be a cost of duplication as defined in § 119.07 and as stated in the attached Sun 'n Lake Inspection and Copying of Public Records document. A review of the data requested that is in our custody, control, or possession may require a deposit based on the estimated total costs as stated in the attached Sun 'n Lake Inspection and Copying of Public Records document.

You will be notified when requested records are available for pick up.

Please provide either a phone number or email address:
