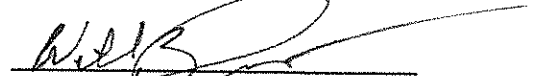


## Muncie Sanitary District Policy on Requests for Information (Amended)

*This policy is for requests made to the Muncie Sanitary District (MSD) for documents or other information made by the public:*

1. The request shall be specific in nature and in writing and given directly to the MSD Administration Office and the Board of Sanitary Commissioners will respond. The MSD Administration Office shall acknowledge the request, within 24 business hours, and inform the individual that the request will be answered in a reasonable time. The request shall include contact information such as name, address and a phone number where the individual can be reached. Also, in the request, the individual will put in writing the maximum amount of money they are willing to pay for the copies. For example, if a request is made, the individual will indicate they are willing to pay up to \$50.00. If the cost of the copies will be in excess of the \$50.00, the individual will acknowledge, in writing, they will pay and sign for the extra expenses.
2. When the request is made by mail, the MSD Administration Office will send an acknowledgement, in writing, back to the individual giving a general time frame and the anticipated cost for a response. All requests will be addressed and completed within a reasonable time frame. The amount of paperwork, time needed to research and copy the documents are examples of factors that will affect the time frame to satisfy the request.
3. MSD will charge \$.15 per copy. No copies shall be given before payment for the copies is paid, in cash, to the MSD Administration Office.
4. The MSD will not provide any information that is confidential or otherwise protected by statute, regulation, case law or other legal authority. This includes, but is not limited to requests regarding personal information or ongoing litigation. If any requested information falls into these categories the request may be redacted at the discretion of our legal counsel.

**MUNCIE SANITARY DISTRICT  
BOARD OF SANITARY COMMISSIONERS**



William B. Smith, President



Michael R. Cline, P.E., Vice-President



Joseph A. Evans, Secretary

**EFFECTIVE DATE:**  
January 3, 2018