

## **Chapter 119, Florida Statutes, Notice of the Town of Lake Clarke Shores Custodian of Public Records**

The Custodian of Public Records for the Town of Lake Clarke Shores is the Town Clerk. The Town Clerk's office is the location where the Town's public records are routinely created, sent, received, maintained and requested. The location and contact information is:

Mary Pinkerman, Town Clerk  
Town of Lake Clarke Shores Town Hall  
1701 Barbados Road  
Lake Clarke Shores, FL 33406  
561-964-1515 ext. 10  
[mpinkerman@lakeclarke.org](mailto:mpinkerman@lakeclarke.org)

For Police Department Records please contact:

Anita Calhoun, Administrative Assistant  
Town of Lake Clarke Shores Police Department  
1701 Barbados Road  
Lake Clarke Shores, FL 33406  
561-964-1515 ext. 21  
[acalhoun@lakeclarke.org](mailto:acalhoun@lakeclarke.org)

Every attempt will be made to provide an accurate and timely response to your request. Please NOTE the following items:

- Not all information requested may still be available. Information is destroyed in accordance with established State Retention Laws.
- Some requests will require longer to process than others.
- The production of some information could incur a charge.
- Request(s) should be as specific as possible and provide as much searchable information as possible (i.e.) exact street address, time frame to search, the type of record/information you hope to acquire from this search.
- We cannot create a new document to satisfy a record request.
- Florida has a very broad public records law. Most written communications to or from the Town of Lake Clarke Shores officials and/or employees are public records available to the public and media upon request. Your e-mail address and communications may therefore be subject to public disclosure.

If you have any questions, please feel free to call. We are always happy to help.