

REQUEST FOR PUBLIC RECORDS

PURSUANT TO THE DELAWARE FREEDOM OF INFORMATION ACT - 29 Del. Chapter 100



Return Completed Form To:

City of Dover - City Clerk's Office

P.O. Box 475

Dover, DE 19903, or

cityclerk@dover.de.us, or

Click "Submit Form" button at the top of the form if submitting through City of Dover website.

Phone: (302) 736-7008; FAX: (302) 736-5068

Name of Requestor: _____

Date of Request: _____

Mailing Address: _____

Telephone (optional): _____

Email (optional): _____

Records Requested: (Be as specific as you can, describing types of records, dates, parties to correspondence, subject matter, etc. The City of Dover will make every reasonable effort to assist you in identifying the records being sought. **Requests for voluminous records may be delayed.**)

There may be costs involved in responding to your request. You may be required to examine the records at the City of Dover offices. Refer to the City of Dover Freedom of Information Act (FOIA) Policy (available on the City of Dover website: www.cityofdover.com on the homepage under the "FOIA" tab or by contacting the City Clerk's Office) for information about costs and access to records.

Within 15 business days from receipt of your request, the City must either provide you with access to the records, deny your request, or state that additional time is needed.

Preferred Format (*check appropriate box*):

Paper

Email (PDF)

CD (PDF)

Review in Person

FOR ADMINISTRATIVE USE ONLY

Comments: _____

Request No.: _____

NOTICE : Under Delaware's Freedom of Information Act, 29 Del. C. §§10001-10006 ("FOIA"), a FOIA request or petition, along with any information contained therein or any documents attached thereto, submitted to any "public body" subject to FOIA, including, without limitation, any board, bureau, commission, department, agency or committee of the State, may itself be deemed a "public record" subject to disclosure under FOIA.