

DELAWARE DEPT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL
DIVISION OF WATERSHED STEWARDSHIP
PUBLIC RECORD REVIEW / FOIA REQUEST

I request to review the following documents, pursuant to the Freedom of Information Act ("FOIA"), 29 Delaware Code, Chapter 100, and the DNREC FOIA Regulation: (Please be specific in identifying the record(s) sought by providing a specific street address, site name, owner/permittee name, etc.)

Name of Requestor: _____ Date: _____

Business Name (if applicable): _____

Address: _____

Phone: () _____

Signature of Requestor

IMPORTANT INFORMATION FOR THE REQUESTOR:

- The DNREC custodian shall make every reasonable effort to determine within 20 business days after receipt of this request whether the records requested exist and/or whether the request can be fulfilled.
- The Freedom of Information Act does not require the DNREC custodian to compile data or do research in order to satisfy requests for information. Requests must be specific and adequately describe a document or file.
- Public records may be reproduced when inspected. Photocopies will be made available upon request at the rate of 10 cents per page (for black and white copies) up to 250 pages. Any request for photocopies exceeding 250 pages may require the requestor to furnish a copier and personnel to accomplish the task. Oversized and color copies are charged in accordance with Section 5 of the DNREC FOIA Regulation.
- In addition to photocopying charges, the Department may charge administrative fees associated with the request in accordance with Section 5 of the DNREC FOIA Regulation.
- The full DNREC FOIA Regulation can be found at: <http://www.dnrec.state.de.us/dnrec2000/FOIA/FOIA.pdf>

EXEMPTION FROM FEES (if qualifying):

- () **Private Individuals:** Individuals who are not deriving income or other forms of compensation from the use of information obtained through this FOIA request qualify for an exemption from all administrative fees and copying fees of \$25.00 or less. *To qualify for this exemption, individuals must submit a signed affidavit, along with this request, stating, that they will not be deriving income or other forms of compensation from the use of the information obtain through this FOIA request.* If over 250 pages are to be copied, the requestor may be required to bring in both copier and personnel to make the desired copies.
- () **Not-for-profit Organizations:** Not-for-profit organizations that submit proof of their tax-exempt status and a signed affidavit from an officer or the governing body of the organization which indicates that the requestor is authorized to request the information on behalf of the organization will be exempt from all administrative fees and for copying fees of \$25.00 or less. If over 250 pages are to be copied, the requestor may be required to bring in both copier and personnel to make the desired copies.

Signature of DNREC Custodian

Total charges _____ for _____ copies.

NOTE: This form can be printed/reproduced and returned via facsimile to : (302) 739-6724; or sent via U.S. Mail to: DNREC, Division of Watershed Stewardship, 89 Kings Highway, Dover, DE 19901