

## PUBLIC RECORD REQUEST

I request permission to review the following documents, pursuant to the Freedom of Information Act ("FOIA"), 29 Delaware Code, Chapter 100:  
(Please be specific)

Allen Family Foods – 5 years of DMR's and any noncompliance reports relative to this facility.	
<b>Name of Requestor:</b> Ingrid Hopkins	<b>Date:</b> Oct. 6, 2008
<b>Business of Requestor:</b> EPA – Region III	
<b>Address:</b> 1650 Arch Street – Philadelphia, PA 19103	
<b>Phone:</b> (215) 814-5437 <b>FAX:</b> (215) 814-2302	

### EXEMPTION FROM FEES:

- (X) **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 obtained 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 of the governing body 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.

SEE ATTACHED EMAIL

\_\_\_\_\_  
Signature of Requestor

- No person or organization shall be denied reasonable access to public records.
- The DNREC custodian shall make every reasonable effort to determine within 20 business days after receipt of this request whether the request can be fulfilled. Actual disclosure shall follow promptly thereafter.
- If a public record is in active use or in storage and therefore unavailable at the time of request, the requestor will be so advised and the DNREC custodian will establish a time by which the record can be retrieved.
- The Freedom of Information Act does not require the DNREC custodian or his delegate to compile data or do research in order to satisfy requests for information. Request must be specific and adequately describe a document or file.
- Public records may be reproduced. Photocopies will be made available upon request at the rate of 10 cents per page 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.
- The Freedom of Information Act does not require the DNREC custodian or his delegate to mail out or fax copies of public documents.
- Public records will be safeguarded. The general public will not be given direct access to file cabinets or storage areas, nor will permission be granted for records to be removed from the building.



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Signature of DNREC Custodian

**Total Charges:** N/A

**# of pages copied:** N/A