



Sussex County Public Record Access Regulations

Any citizen of Delaware may have access to public records for purposes of inspection and copying pursuant to the terms of these regulations and pursuant to Delaware's Freedom of Information Act (29 Del. C. Chapter 100).

1. Inspection and copying of public records may take place only during the regular business hours of 8:30 a.m. to 4:30 p.m., Monday through Friday;
2. Requests shall be in writing on the appropriate form;
3. The County reserves the right to refuse access to any records which do not constitute "public records" under 29 Del. C. Sec. 10002;
4. Public records which are in active use or in storage will be provided as promptly as possible;
5. At no time shall public records be removed from the offices of the Sussex County Government;
6. Persons requesting copies of public records shall pay the following fees:
 - (a) \$.30 per page for documents (minimum charge \$1.00);
 - (b) Fees for the copying of tapes, photographs, or any other public record not subject to routine photocopying shall be the actual cost of reproduction. Specific arrangements must be worked out with the appropriate department of the Sussex County Government. Fees may also include appropriate hourly rates plus actual overhead for County employee time in obtaining and reproducing public records, beyond routine photocopying.

Adopted 11/14/95

SUSSEX COUNTY
COUNTY ADMINISTRATIVE BUILDING
2 THE CIRCLE
GEORGETOWN, DE 19947

REQUEST FOR INFORMATION FROM PUBLIC RECORDS

Requested by: Name: _____
Address: _____
Telephone Number: _____ E-mail: _____

Identify the public record you are requesting in sufficient detail to allow it to be identified and located (if additional space is needed, please attach a separate sheet for that purpose): _____

Purpose of request (optional): _____

If you only want to review the public document, check here: _____

If you want copies of the requested document, check here: _____

I have read and understand the PUBLIC RECORD ACCESS REGULATIONS. I understand that I will be charged a per page copying fee of \$.30 per page or a minimum copy charge of \$1.00. Further, I understand that fees for the copying of tapes, photographs, electronic media or any other public record that is not subject to routine photocopying shall be the actual cost of reproduction and that in addition to the cost per page, the costs of reproduction may also include the appropriate hourly rate plus actual overhead for County employee time required to be spent in obtaining, assembling and reproducing the requested public records and that those costs are in addition to the per page copying fees noted above.

I agree to pay the said fees at the time the requested public documents are delivered to me.

If you wish to be advised of the amount of the copy fee and reproduction costs prior to receiving copies of the requested documents, please check here: _____

Date of Request

Signature of Requestor

For County Administration Office Use

Date request was satisfied: _____

Fees charged: _____ pages @ \$.30 per page or \$1.00 minimum \$ _____

Costs for reproducing public records, beyond routine photocopying costs \$ _____
(as set forth on Invoice attached hereto):

TOTAL: \$ _____

Date fees/costs paid: _____

Signature of County Employee