

Public Records Request Form

Town of Blades Town Hall
20 West Fourth Street
Blades, Delaware 19973
302-629-7366

The Town provides this form to manage the public records request process more efficiently. A written request is required to obtain any information from the Town Hall. We will **NOT** release any information that does not comply with the Freedom of Information Act (FOIA). A copy of this Act is available upon request.

Requestor's Information

Name: _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

Date of Request: _____

Record Request: Please provide a clear and detailed description of the record you are requesting.

Fees and Payment:

You will be charged a copying fee of \$0.50 per page. You may make the payment by cash, check or money order. Checks and money orders should be made payable to the Town of Blades. When the request has been fulfilled, you may pick up the information at the Town Hall we can mail or fax it to you. If you choose to receive your information via mail, you will be responsible for any postage charges. NO charge for emailing files.

Payment and delivery options: Please check one of the following.

_____ Cash _____ Check _____ Money Order

_____ Mail _____ Fax _____ Will pick up

_____ Email

The Requestor hereby acknowledges submission of a detailed request for public record to the Town Hall. The Requestor further certifies that he/she has not been convicted of any indictable offense under any state or federal law and is not seeking government records containing personal information pertaining to the victim or a crime or the victim's family.

Requestor's Name (Please print)

Requestor's Signature

Date

FOR OFFICE USE ONLY

Request was received by: Mail Fax
 Email Office Delivery

Date Received: _____

Date of Response: _____

Request was: Fulfilled Denied

Reason for denial: _____

Requestor received Copy of Record on: _____

Requestor was advised of denial of request on: _____

Administrative Signature

Date

The Freedom of Information Act (FOIA) does not cover the following information:

1. Personal, medical or pupil files
2. Trade secrets and commercial or financial information
3. Investigatory files
4. Criminal files and criminal records
5. Intelligence files
6. Records specifically exempt by statute or common law
 - A. Federal statutes and regulations
 - B. State statutes and regulations
 - C. Constitutional exemptions
 - D. Common law privileges
7. Charitable contributions
8. Labor negotiations
9. Pending or potential litigation
10. Record of discussions held in executive session
11. Persons with a permit to carry a concealed deadly weapon
12. Public library users
13. Department of Corrections records
14. Investigative files maintained by the Violent Crimes Compensation Board
15. Visual or audio recordings of postmortem examinations on the Office of Chief Medical Examiner
16. Certain records that if released could jeopardize security of State facilities or of its political subdivisions, or could facilitate the planning of a terrorist attack, or could endanger the life or physical safety of an individual.