



## Town of Georgetown Freedom of Information Act (FOIA) Request Form

Pursuant to the Delaware Freedom of Information Act, 29 Delaware Code, Chapter 100

Name of Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Organization Represented (if any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**Records Requested:** *Be as specific as you can, describing types of records, dates, parties to correspondence, subject matter, etc. The Town of Georgetown will make every reasonable effort to assist you in identifying the records being sought. (Note: 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 Town of Georgetown offices. Refer to the Town of Georgetown Freedom of Information Act (FOIA) Policy for information about costs and access to records. Within 15 business days from receipt of your request, the Town must provide you with access to the records, deny your request, or state that additional time is needed.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact me if costs will be greater than: \_\_\_\_\_

Format Requested (*Check one*):

Paper  
(\$0.30 per page)

Email (PDF)  
(no production charge)

CD (PDF)  
(\$2.00 per CD)

Review in Person  
(no production charge)

*PLEASE NOTE: ADDITIONAL ADMINISTRATIVE AND PRODUCTION FEES MAY APPLY*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*FOR ADMINISTRATIVE USE ONLY*

Comments: \_\_\_\_\_

\_\_\_\_\_

Submit all requests to the Town Clerk, 39 The Circle, Georgetown DE 19947  
FAX to (302) 856-6348  
or  
Call (302) 856-7391 for additional information.