



REQUEST FOR PUBLIC RECORDS

Pursuant to the Delaware Freedom of Information Act [29 Del. C. ch. 100](#)

Request Date: _____ **Public Body:** Lewes Board of Public Works

Requestor Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Information:

Phone: _____ **Email:** _____

RECORDS REQUESTED

Be as specific as you can, describing types of records, dates, parties to correspondence, subject matter, etc. The public body 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. The public body can require you to examine the records at the office of the public body. Refer to the public body's policy or regulation for information about costs and access to records.

Please contact me if the costs will be greater than \$_____.

* Within 15 business days from receipt of your request the public body must either provide you with access to the records, deny your request, or state that additional time is needed.*