



# KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

## PUBLIC RECORD REQUEST

As a citizen of the State of Delaware, I request permission to review the following documents, pursuant to the Freedom of Information Act ("FOIA"), 29 Delaware Code, Chapter 100:

(Please be specific)

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Phone: ( ) - \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

- No citizen of the State of Delaware shall be denied reasonable access to public records.
- The Kent Conservation District custodian or his delegate will attempt to produce or locate the requested document at his or her earliest convenience.
- If a public record is in active use or in storage and therefore unavailable at the time of request, the citizen will be so advised and the Kent Conservation District custodian will establish a time by which the record can be retrieved and offered to the citizen.
- The Freedom of Information Act does not require the Kent Conservation District custodian or his delegate to compile data or do research in order to satisfy requests for information. Requests 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 25 cents per page up to 100 pages. Any request for photocopies exceeding 100 pages will require the citizen to furnish a copier and personnel to accomplish the task.
- The Freedom of Information Act does not require the Kent Conservation District custodian or his delegate to mail out copies of public documents to requesting citizens.
- Public records will be safeguarded. The general public will not be given direct access to file cabinets or storage areas.

**Request is:** Approved ( ) or Disapproved ( )

Reason for Denial: \_\_\_\_\_

KCD Staff Signature: \_\_\_\_\_

Number of Copies: \_\_\_\_\_ Total Cost: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_

Cash ( ) or Check ( )