Town of Bethel

PO Box 310, 7769 Main Street, Bethel, DE 19931

***Phone*** (302) 877 – 8139 ***Fax*** (302) 877 – 8143 ***Email*** [tob310bethel@gmail.com](mailto:tob310bethel@gmail.com)

[www.bethel.delaware.gov](http://www.bethel.delaware.gov)

***Freedom of Information Act Request***

Requestor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: (\_\_\_\_\_\_\_) \_\_\_\_ - \_\_\_\_\_\_\_\_\_\_

Requestor’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The Town of Bethel has 15 business days to respond to your request.

To Whom It May Concern:

This request is hereby being made under the Freedom of Information Act. I hereby request that a copy of the documents (described below/containing the information described) be provided to me:

I am requesting that these be provided to be in the following format:

* 8-1/2x11 Black & White Copies
* 8-1/2x11 Color Copies
* Electronic Records, format provided by the requestor
* Electronic Records, format provided by the Town of Bethel upon receipt of a $25.00 deposit which will be reimbursed at the return of the provided format

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date------------------------------------------------------------------------------------------------------------------------For Town Use Only:

Request and Payment Received by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate if the public body is providing the records requested, if additional time is needed (see FOIA manual) or if the request is denied in whole or in part. If denied, the public body must include a reason for the denial:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Record the amount of copying and administrative fees assessed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Record the names, contact information and dates of correspondence with individuals contacted in connection with this request.

Records Submitted to Requestor by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electronic Record Returned and Received by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Freedom of Information Act Request Fee Schedule***

* 8-1/2x11 Black & White Copies

First 20 pages are provided free of charge. Additional pages will incur a cost of $0.10 per copy. This charge of $0.10 per copy also applies to legal or ledger size copies. Payment is due at the time copies are released to the requestor. The Town of Bethel reserves the right to refuse to make copies for requestors who have outstanding FOIA request balances.

* Oversized copies public record (18” x 22”, 24”x36” and larger) will be the cost incurred by the Town of Bethel to provide a copy.
* Color printouts of standard size (8-1/2x11) shall be $1.00 per page up to ledger size and prevailing the cost for sizes larger than ledger for any number of copies. Color copies of legal, ledger and other sizes will be at the cost of copying. $5.00 travel fee for any copy that has to be made outside the resources of the Town of Bethel.
* Electronic generated records will be provided upon request with the requestor providing a format for copying the records. If the Town of Bethel provides a format to copy the records, there will be a refundable deposit of $25 for the device to insure the return of the device. The device must be returned to the Town of Bethel within 5 business days after the receipt of the records. The refund of the deposit will be provided no more than 5 business days after the format device has been returned.
* Other actual costs associated with fulfilling request for information such as postage, shall be at the expense of the requestor. If the Town of Bethel does not have the resources or equipment to duplicate the requested records, the Town, at its discretion may arrange to have records duplicated by an outside contractor. In this instance, the requestor will be liable for payment of these costs. The requestor will be provided an estimate of costs to fulfill the request for information. In providing access to public records, the FOIA Coordinator may take necessary and reasonable action to protect the Town’s public records and to prevent excessive and unreasonable interference with the discharge of the Town’s function. This does not require the Town to make a compilation, summary or report of information.

*Note: These fees are implemented by the Town of Bethel in accordance to Freedom of Information Act requests pursuant to Title 29, Chapter 10003 of the Delaware Code.*