



DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY

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DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY STATEMENT OF POLICY AND PROCEDURE UNDER THE DELAWARE FREEDOM OF INFORMATION ACT FOR CHARGING THE COST OF COPYING DOCUMENTS

Pursuant to 29 Del. C. §10003(b), the Delaware Manufactured Home Relocation Authority (“Authority”) establishes the following rules regarding (i) inspection of “public records” (within the meaning of 29 Del. C. §10002(d)) of which DMHRA is the custodian, and (ii) the fees charged for the copying of such public records:

1. A request for a copy of public records shall be made in writing on a form prescribed by DMHRA (a “FOIA Request”), addressed to: DMHRA, 1675 S. State Street, Suite E, Dover, DE, 19901.
2. The Authority shall attempt to respond in writing, within fifteen days of receipt of a properly completed FOIA Request. The Authority will specify the cost involved with copying of the required records.
3. The Authority requires pre-payment of copying prior to making copies of requested records **and** requires a secondary deposit for extensive copying if the amount is over \$25.00.
4. The charge for photocopying public records shall be Twenty-five Cents (\$0.25) per page plus a \$25.00 minimum administrative fee. If the public records are not extensive (i.e., 20 pages or less), they can be copied and mailed by the Authority to the requesting person upon payment of the costs of such copying. Payment shall be made by check or money order only, and payment in full shall be tendered, before copied documents are released or mailed to the requesting person by the Authority.
5. If the copies are over 20 pages, the Authority reserves the right to require the requestor to come to the Authority’s office and pick up requested records personally.

THIS STATEMENT OF POLICY AND PROCEDURE UNDER THE DELAWARE FREEDOM OF INFORMATION ACT is hereby adopted on this 19 September 2012

Anthony J. Testa, Jr. , Chairman