



## **DELAWARE MANUFACTURED HOME RELOCATION AUTHORITY**

**1979 S. State Street  
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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 DEMHRA 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 DEMHRA (a “FOIA Request”), addressed to: DEMHRA, 1979 S. State Street, Dover, DE, 19901.
2. The Authority shall attempt to respond in writing, within fifteen (15) days of receipt of a properly completed FOIA request. The Authority will specify the costs involved in the copying of the required records.
3. The Authority requires a pre-payment of a \$25.00 administrative fee prior to making copies of requested records.
4. The charge for photocopying public records in excess of 20 pages is \$.10 per page. shall be Twenty-five Cents (\$0.25) per page plus a \$25.00 minimum administrative fee. 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 14 August 2019

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**Jerome Rogers, Chairman**