

# Sussex



# County

## Request for Public Records

### (Temporary COVID-19 Emergency)

PURSUANT TO THE DELAWARE FREEDOM OF INFORMATION ACT 29  
Del. Code, Chapter 100

To

Date of Request

Your Name

Mailing Address

Telephone (optional)

Email (optional)

RECORDS REQUESTED: **(Be as specific as you can,** describing types of records, dates, parties to correspondence, subject matter, etc. Sussex County will make every reasonable effort to assist you in identifying the record being sought. **Requests for voluminous records may be delayed.)**

There may be costs involved in responding to your request. Sussex County can require you to examine the records at our offices. Refer to our policy or regulations for information about costs and access to records.

PLEASE CONTACT ME IF COSTS WILL BE GREATER THAN

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

**Be advised, processing of records requests during the COVID-19 crisis may be significantly delayed, based on staffing availability and operational needs, as permitted by Delaware Gov. John C. Carney's amended State of Emergency of March 22, 2020. As it pertains to FOIA, response deadlines for public bodies is extended to within 15 business days following the termination of any active declaration of a State of Emergency.**

NOTICE: Under Delaware's Freedom of Information Act, 29 Del. C. §§ 10001-10006 ("FOIA"), a FOIA request or petition, along with any information contained therein or any documents, attached thereto, submitted to any "public body" subject to FOIA, including, without limitation, any board, bureau, commission, department, agency or committee of the State, may itself be deemed a "public record" subject to disclosure under FOIA.