

THE TOWN OF BELLEFONTE'S POLICY AND PROCEDURES UNDER THE FREEDOM OF INFORMATION ACT

adopted by the Bellefonte Town Commission on 09-13-99

based on THE NEW CASTLE COUNTY FREEDOM OF INFORMATION ACT POLICY

The Town of Bellefonte Government believes that public business should be performed in an open and public manner so that our citizens shall have the opportunity to observe the performance of public officials and to monitor the decisions that are made by such officials in formulating and executing public policy. To insure that citizens have access to public records, and to further the accountability of government to the citizens of this County, these procedures are hereby adopted:

THE TOWN OF BELLEFONTE FREEDOM OF INFORMATION ACT

PROCEDURES TO THE APPLICANT:

1. Please identify the specific file or record you wish to inspect and send your request to Secretary, Bellefonte Town Commission, 901A Rosedale Avenue, Wilmington, DE 19809. The request *MUST* adequately describe the record sought in sufficient detail, to enable the Secretary to locate the record requested. Please include any applicable identifying numbers (if known) and/or the site address where you believe the documents may be located.
2. Appointments to request documents will be made during regular business hours. Regular business hours for the Bellefonte Town Commission are the second Monday of the month, from 7 pm until 9 pm. Viewing time ends at 9 p.m. with no exceptions. Appointments will be scheduled during these hours at a mutually convenient time for the applicant and the Secretary.
3. If, after inspection, copies are desired, the specific records must be identified by tabbing the pages. There will be a charge of \$ 1.00 per page for 8 1/2 x 11" copies plus any archive retrieval fees incurred. Documents, such as poster size plans, that we are not capable of reproducing, will be sent off-site to be copied and the costs incurred will be charged to the applicant. In addition to the per page charge, The Town of Bellefonte reserves the right to assess administrative charges for the collection of data. This charge will reflect the personnel and equipment costs associated with a production request. If administrative charges are assessed, an itemized list of all charges will be provided. Please make the check or money order payable to "The Town of Bellefonte". Payment must be received before information is released. There is a return check fee of \$ 50.00.
5. Important Note: Requests that do not adequately describe the document or file sought, or require the Secretary to do research not contemplated by the Freedom of Information Act will be returned to the applicant. Any requests that are rejected will be returned with an explanation outlining why Bellefonte Town Commission did not provide a response.
5. Please contact the Secretary at 302-761-9638, mailbox 2 if you have any questions pertaining to a Freedom of Information Act request.



Town of Bellefonte, Delaware

FREEDOM OF INFORMATION ACT
PUBLIC DOCUMENT REQUEST FORM

TO THE APPLICANT:

Please state with specificity the public documents you are seeking pursuant to the request in the space provided below:

- I would like to VIEW these documents. I would like to order photocopies of these documents.

Please provide an address where a response may be sent and also a daytime telephone number where you may be contacted:

I have read and understand the Bellefonte Town Commission's Policy and Procedures regarding requests for public documents under the Freedom of Information Act.

Name (please print)

Signature

Date