

REQUEST FOR PUBLIC RECORDS

PURSUANT TO THE DELAWARE FREEDOM OF INFORMATION ACT

Title 29 Delaware Code Chapter 100

TO (name of public body):

YOUR NAME:

DATE OF REQUEST:

MAILING ADDRESS:

TELEPHONE NUMBER:

EMAIL:

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

There may be costs involved in responding to your request. PLEASE CONTACT ME IF COSTS WILL BE GREATER THAN \$
Within 15 business days from receipt of your request the public body must either provide you with access to the records, deny your request, or state the additional time is needed.

SUBMIT THIS FORM VIA:

Email – Lisa.Gardner@deseu.org

Mail or Hand Deliver – Delaware Sustainable Energy Utility, 500 W. Loockerman Street, Suite 400, Dover, DE 19904

Fax – 302-736-9717