



CAMDEN-WYOMING SEWER & WATER AUTHORITY

P.O. Box 405, CAMDEN-WYOMING, DE 19934

PHONE: 302/697-6372

FAX: 302/697-2735

PUBLIC RECORDS ACCESS REGULATIONS

1. Any Delaware citizen may have access to public records for purposes of inspection and copying pursuant to the terms of these regulation and pursuant to Delaware's Freedom of Information Act (*29 Del. C. Chapter 100*).
2. Inspection and copying of public records may take place only during the hours of 8:00 a.m to 4:00 p.m., Monday through Friday.
3. Requests shall be in writing on the appropriate form.
4. The Authority reserves the right to refuse access to any records which do not constitute "Public Records" under; *29 Del. C § 10002*.
5. Public records which are in active use or in storage will be provided as promptly as possible.
6. Person(s) requesting copies of public records shall pay the following fees:
 - a. \$.25 per page for documents (Minimum Charge \$1.00).
 - b. Fees for copying of tapes, photographs, or any other public record not subject to photocopying, shall be the actual cost of reproduction. Specific arrangements must be worked out with the Authority's Superintendent.



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PUBLIC RECORDS ACCESS FORM

Name of Requestor:

Address of Requestor:

Telephone:

Organization Represented:

Date of Request:

ITEMS REQUESTED

1.

2.

3.

4.

5.

FOR AUTHORITY USE ONLY

Date Access Granted:

If records not available, appointment date:

Copying Charges:

Completed by:

Information sent: