

## **Freedom of Information Act (FOIA) Policy**

### **FOIA Requests Policy**

In accordance to Freedom of Information Act (FOIA) [29 Del.Code 10002](#). The public may request access to public records. All FOIA requests shall be made in writing to the public organization by mail, email, fax or online.

### **Processing FOIA Requests**

When FOIA requests are received they are tracked on an external spreadsheet to include:

- Name of Requestor
- Date Received
- Method of Request
- Type of Request
- Stage of Request
- Due Date of Request

The HRB Staff will send the requested CPR document(s) to the HRB Deputy Attorney General to redact pertinent information in accordance with [Del Code 29 Chapter 100 § 10002](#) . Once that is complete, the documents will be sent to the requesting organization(s) or individual(s).

FOIA requests must receive a response within fifteen (15) business days either by providing access to the requested records or by advising additional time is needed due to the nature of the request. The board reserves the right to request legal advice on all FOIA requests and will provide the requestor(s) with a good faith estimate of additional time needed to fulfill the request.

Denial of FOIA requests must be generated by the Deputy Attorney General representative for the board.

### **Distribution of FOIA Requests**

In accordance to [Del Code 16 Chapter 93 §9305](#). **Procedures for review (9) Access by the public-** The general public shall be provided access to all applications reviewed under this chapter and to all other written materials pertinent to any review of an application.

Certificate of Public Review applications will be distributed to the public once the application is deemed complete in pursuant to [Del Code 16 Chapter 93 §9305](#), and received by the board's selected review committee.