

## Delaware Health Resources Board

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

#### **FOIA Requests Policy**

In accordance to the Delaware's Freedom of Information Act (FOIA) . 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**

Persons submitting requests under Delaware's Freedom of Information Act (29 Del.C. §§ 10001 et seq.) must visit the Department of Health and Social Services website and click on the FOIA Request Form link and follow the procedures.

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