



**City of Harrington
FOIA Request
(Freedom of Information Act)**

For City Use Only
FOIA # _____
Date Rec. _____

Request Date: _____

Records requested

Be as specific as possible, describe types of records, dates, parties to correspondence, subject matter, etc. The City of Harrington will make every reasonable effort to assist you in identifying the records being sought. Requests for voluminous records may be delayed.

There may be costs involved in responding to your request. Refer to the Code of the City of Harrington [Chapter 216, Freedom of Information Act Requests](#), for information about costs and access to information. The City of Harrington will notify you of the estimated cost, if any, to complete your request and can require you to examine the records at the office.

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Within 15 business days from the receipt of your request, the City of Harrington must either provide you access to the records, deny your request, or state that additional time is needed.

If you have any questions about FOIA requests, please contact City Hall at 302-398-3530.

Note: Under Delaware's Freedom of Information Act, [29 Del. C. §§10001-10006](#) ("FOIA"), a FOIA request or petition, along with any information contained therein or any documents attached thereto, submitted to any "public body" subject to FOIA, may itself be deemed a "public record" subject to disclosure under FOIA. More information on FOIA is available at foia.delaware.gov.