Freedom of Information Act (FOIA) Requests

A FOIA request is a written request to inspect and copy the public records of The Charter School of Wilmington (the School). The Charter School of Wilmington (CSW) complies with the Freedom of Information Act (FOIA), as required by Federal and State law. Individuals or agencies shall be granted access to the School’s public records under the following terms and conditions:

- Requests shall be in writing, signed, and shall clearly identify the specific public record sought.
- Personally identifiable information shall not be available to the public.
- Review of the requested documents shall be during regular business hours and in the presence of a school employee designated by the School’s Communications Director.
- No original documents shall be removed from School property.
- Requested documents may be copied in existing form.
- The requester shall pay a reasonable charge for the copying. Such fees should be commensurate with local businesses that charge for copies.
- Documents may be provided in electronic format with the same per-page charge as copied documents.
- In non-routine circumstances in which a School employee with specialized technology skills must access information, a charge will be based on that employee’s hourly overtime wages or an hourly rate based on an annual salary.
- Requests for documents shall not interrupt the normal operations of the School.
- Requests shall be kept on file for three years.
- All requests shall be processed (must either provide access to the records requested, deny requests, or state that additional time is needed) within 15 business days from receipt of the request.
- In case of delay, the Communications Director shall approve an extension and shall notify the requesting party in writing of the reason for the delay and the day, date, and time on which the records shall be available.

Definitions

Public records: Those records as defined by Delaware Code as those the School owns, made, used, retained, received, produced, composed, drafted, or otherwise compiled and collected relating in any way to public business, public purposes, or the public interest. Requests which
require an employee to create a record from existing records are not subject to FOIA or this policy.

**Responsibility**

The School’s Communications Director shall serve as the school’s FOIA Officer. The FOIA Officer shall be responsible for implementing the procedures and for updating the Board of Directors on any changes in FOIA laws or regulations.
FOIA Request Form

PURSUANT TO THE DELAWARE FREEDOM OF INFORMATION ACT 29 Del. C. ch. 100

This form should be submitted to:

The Charter School of Wilmington
FOIA Coordinator: Donna Urban
100 N. Dupont Road
Wilmington DE 19807

Your Name

_________________________________________

Date of Request __________________________

Address
________________________________________
________________________________________

City  State  Zip Code

Phone (optional)

Email (optional)

________________________________________
________________________________________
Records Requested

(Be as specific as you can, 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 being sought. Requests for voluminous records may be delayed.)

Signature

(required)

There may be costs involved in responding to your request. The public body can require you to examine the records at the office of the public body. Refer to the public body's policy or regulations for information about costs and access to records.

Please contact me if costs will be greater than $__________________

You will receive a response within 15 business days from the initial receipt of your request.

This response may be to provide you with access to the records, deny your request, or state that additional time is needed.