

# Mayor and Council of New Castle

## Request for Public Records under the Freedom of Information Act (FOIA)

Complete form and bring, mail or fax to:

Mayor & Council  
City of New Castle  
220 Delaware Street  
New Castle, Delaware 19720  
302 322-9801 (office) 302 322-9814 (fax)

Name:	
Address:	
Telephone Number:	
Response Needed By:	
Date Submitted to the City:	

Specific Documents Requested:

*"An employee of the city of New Castle shall be present when the public records are being reviewed and shall see to it that the integrity of the records is maintained.  
The charge for copying records shall be \$.50 per copy (\$1.00 per 2-sided copies), Plus the cost of staff time in researching requests, with an initial estimate to be provided to the requestor.  
Multiple copies will not be supplied. The charge for duplicate recordings of public meetings shall be \$10.00 minimum per audio recording, plus applicable fees for research."*



FOR OFFICE USE ONLY
Date Information Provided: _____
Form in Which Information Provided: _____
Total Funds Collected (i.e.: copies), if any: _____
Comments: