

DELAWARE STATE HOUSING AUTHORITY
FREEDOM OF INFORMATION ACT (FOIA)
POLICY

Purpose

- The purpose of this policy is to set forth the process by which requests for information under the Freedom of Information Act (FOIA) are handled at the Delaware State Housing Authority (DSHA).

Public Records

- Requests for information are requests for public records in the possession of DSHA. The definition of public record is broad and includes:

“...information of any kind, owned, made, used, retained, received, produced, composed, drafted or otherwise compiled or collected, by any public body, relating in any way to public business, or in any way of public interest, or in any way related to public purposes, regardless of the physical form or characteristic by which such information is stored, recorded or produced.”

- Based upon the statutory definition of public record above, a FOIA request may include both written hard copy documents as well as electronic records.

DSHA Records Not Deemed To Be Public

- Personnel/medical files, disclosure of which would constitute an invasion of personal privacy.
- Financial information which is a privileged or confidential nature.
- Investigatory files compiled for civil or criminal law-enforcement purposes.
- Criminal record requests.
- Records pertaining to pending or potential litigation.
- And all other exemptions noted under Title 29, Subsection 10002(g).

DSHA FOIA Request Process

- DSHA FOIA Custodian of Records: all FOIA requests will be handled by the Chief of Community Relations or her designee.
- All DSHA public records are available for public inspection and copying during regular business hours—Monday through Friday, 8:00 a.m. to 4:30 p.m.
- In order to ensure that the appropriate public record(s) are available to meet FOIA requests, appointments to review DSHA public records must be provided in writing or by e-mail to the Chief of Community Relations no less than 24 hours prior to the review of the public records.
- The Chief of Community Relations or her designee will be present during the inspection and/or copying of the requested public records.
- Certain FOIA requests for public records may involve coordination with other state agencies. In these cases more time may be required in order to provide the applicable public records.

- The cost of providing copies of public records is 25 cents a page, whether the public records is a written or electronic document.
- DSHA reserves the right to evaluate and narrow the scope of a FOIA request to ensure the provision of public records germane to the information required.

Created: 4/25/08

Effective: 5/1/08