

**Town of Delmar**  
100 S. Pennsylvania Avenue  
Delmar, DE/MD 21875  
302-846-2664/410-896-2777  
Fax: 410-896-9055

Email: [delmartownhall@verizon.net](mailto:delmartownhall@verizon.net)

**Public Records Access Regulations**

1. Any citizen of Maryland or Delaware may have access to public records for purposes of inspection and copying pursuant to the terms of these regulations and pursuant to each state's Freedom of Information Act.
2. Inspection of public records may take place only during the regular business days between the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday.
3. Requests shall be in writing on the appropriate form.
4. The Town reserves the right to refuse access to any records which do not constitute "public records".
5. The public records requested will be provided within 10 working days of the request.
6. At no time shall original public records be removed from the Town Hall.
7. Persons requesting copies of public records shall pay the following:
  - (a) \$.25 per page for documents (minimum charge \$1.00), unless the item requested is an ordinance that the requestor has violated.
  - (b) There is a \$10.00 per hour Administrative Fee plus \$.25 per page for copies of inactive records.
  - (c) Fees for copying of tapes, photographs, labor, materials or any public record not subject to photocopying rates shall be minimum of \$25.00. Specific arrangements must be worked out with the Town Manager.

---

**PUBLIC RECORD ACCESS FORM**

<b>Name of Requestor</b>	<b>Date of Request</b>
<hr/>	
<b>Organization Represented:</b>	
<hr/>	
<b>Address of Requestor:</b>	

**Items requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
**FOR OFFICE USE ONLY**

<b>Date Access Granted:</b> _____	<b>Granted By:</b> _____
<b>Copying Charges:</b> _____	<b>Misc. Charges:</b> _____