



Open Records Request

Please fill out the following form, save, and email to Stacey Boyer, Director of Community Relations, at sboyer@mid-del.net.

Please Note: AN OPEN RECORDS REQUEST FOR HIGH SCHOOL TRANSCRIPTS AND JOB VACANIES IS NOT REQUIRED.

Date of Request: _____

First Name: _____

Last Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Email Address: _____

Personal Phone: _____

Work Phone: _____

Reason for Request:

Information or Records Requested:

Notice: Public record requests will be taken during business hours, Monday through Friday. The turnaround time for requests will take place as soon as possible and are relative to the responsible party's regularly scheduled workload. A reasonable fee will be charged for the cost of reproduction of documents and document search for individuals, businesses, organizations and the media.