



# Delaware Military Academy

2019 National Blue Ribbon School



## Delaware Military Academy Freedom of Information Act Policy

Under Title 29, Delaware Code, Chapter 100, the Freedom of Information Act (FOIA) establishes the right of the public to inspect and copy public records. Section 10003(b) of the FOIA provides that a public body, including the Delaware Military Academy, must establish rules and regulations regarding access to public records, as well as fees charged for copying such records.

Any citizen shall be granted access to the school's public records under the following terms and conditions:

### Definitions

Public Record means written or recorded information made or received by the Delaware Military Academy relating to public business. A citizen is entitled to inspect and copy public records (as defined under Section 10002) in the custody of the school, The Act defines "public record" to include: "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 reproduced." FOIA does not require the school to create a public record:

Under FOIA, the following types of records are exempt:

- Any personnel, medical, or pupil file, the disclosure of which would constitute an invasion of personal privacy, under any State or Federal law as it relates to personnel privacy.
- Financial information obtained from a person which is of a privileged or confidential nature.
- Investigative files for law enforcement purposes.
- Any records specifically exempted from public disclosure by statute or common law.
- Any records which disclose the identity of the contributor of a bona fide and lawful charitable contribution to the Delaware Military Academy whenever public anonymity has been requested by the contributor.
- Any records involving labor negotiations or collective bargaining.
- Any records pertaining to pending or potential litigation which are not records of any court.
- Any record of discussions held in executive session.

Documents in Active Use may be defined as those records required as working documents by the Delaware Military Academy staff in performing current assignments.

Documents in Storage may be defined as documents officially placed in the custody of the Delaware State Archives.

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THE DELAWARE MILITARY ACADEMY IS AN EQUAL OPPORTUNITY EMPLOYER. IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, MARITAL STATUS, DISABILITY, AGE, GENETIC INFORMATION, HOUSING/HOMELESS STATUS, VETERAN STATUS IN EMPLOYMENT, OR ITS PROGRAMS AND ACTIVITIES.



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### FOIA Coordinator

The Delaware Military Academy shall assign a coordinator to respond to all FOIA requests. The FOIA Coordinator may designate other employees to assist. The FOIA Coordinator shall maintain a document tracking all FOIA requests, including the requesting party's contact information; the date the request is received; the school's response deadline; the date of the response, the names, contact information, and dates of correspondence with individuals contacted in connection with each request; the dates of review by the school employee, and the names of employees conducting reviews; reasons for any extension; whether documents were made available; the amount of copying and/or administrative fees assessed; and the date of final disposition. References to the FOIA Coordinator include the FOIA Coordinator's designee.

### Delaware Military Academy Freedom of Information Act (FOIA) Coordinator

The FOIA Coordinator:

Sharon Kurfuerst, Ed. D  
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