

Pursuant to 29 Del. C. § 10003(g)(1), all public bodies must designate a FOIA Coordinator, identify the coordinator on the body's website, and provide the coordinator's name and contact information to the Attorney General. You may send updated information to [OpenGovernment@delaware.gov](mailto:OpenGovernment@delaware.gov).



The Delaware Department of Justice will hold its annual  
FOIA Coordinator Training on

**Wednesday, October 26, 2022 at 1:00 p.m.**

**Training Location:**

DOJ, 1<sup>st</sup> Floor Training Room  
102 West Water Street  
Dover, DE 19904

**AGENDA**

Introduction

FOIA Coordinators' Duties and Responsibilities

Records Requests

Fees

Open Meetings & Executive Sessions

Virtual Meetings

Panel of FOIA Coordinators

Q&A

Please RSVP to [Tammy.LeCates@delaware.gov](mailto:Tammy.LeCates@delaware.gov) by October 24, 2022  
to receive your training materials.

Training will be open to the public to attend and participate in person at the location above, virtually by **Microsoft Teams: Meeting ID: 291 130 496 542 with Passcode: KJknX9**, or by dial-in (**+1 302-504-8986,,804916029#**).

If you have received this in error, please forward to your agency's FOIA Coordinator and email [opengovernment@delaware.gov](mailto:opengovernment@delaware.gov) with the correct information for your FOIA Coordinator.