

Lyon, Ashley (DOS)

From: Kirsten Higgins <Khiggins@middlesexwater.com>
Sent: Tuesday, January 05, 2016 1:56 PM
To: Lyon, Ashley (DOS)
Subject: RE: FOIA request - Higgins

Hi Ashley – The FIOA request should have read as follows:

“Annual Report for 2014 filed by Artesian Water Company with the Public Service Commission”

We are only requesting Artesian’s. Please call me at your convenience at 302-747-1325.

Thanks,

Kirsten Higgins
Director, Water Planning & Development | Tidewater Utilities, Inc.
“Southern Delaware’s Premier Water Company Since 1964”
Ph: 302-747-1325 | Cell: 302-218-2961
khiggins@tuiwater.com
<http://www.tuiwater.com>

From: Lyon, Ashley (DOS) [<mailto:Ashley.Lyon@state.de.us>]
Sent: Tuesday, January 05, 2016 1:51 PM
To: dos, foia (MailBox Resources); Kirsten Higgins
Cc: Howatt, Robert (DOS); Hartigan, Matthew (DOS); Donoghue, Julie M (DOS); Nickerson, Donna L (DOS); Mayrack, Brenda (DOJ)
Subject: RE: FOIA request - Higgins

Good afternoon:

The Delaware Public Service Commission has received your FOIA request dated January 4, 2016 and related to *“Annual Reports for 2014 filed by United Water Delaware and Tidewater Utilities with the Public Service Commission Annual Report for 2014 filed by Artesian Water Company with the Public Service Commission.”*

Pursuant to 29 Del. C. § 10003(h)(1) "The public body shall respond to a FOIA request as soon as possible, but in any event within 15 business days after the receipt thereof, either by providing access to the requested records, denying access to the records or parts of them, or by advising that additional time is needed because the request is for voluminous records, requires legal advice, or a record is in storage or archived. If access cannot be provided within 15 business days, the public body shall cite 1 of the reasons hereunder why more time is needed and provide a good-faith estimate of how much additional time is required to fulfill the request."

Thanks!

Ashley Lyon
Paralegal

Department of State | **Delaware Public Service Commission**
861 Silver Lake Boulevard | Suite 100 | Dover, DE 19904
☎ (302) 736-7555 | ✉ ashley.lyon@state.de.us

From: Stock, Tamara (DOS) **On Behalf Of** dos, foia (MailBox Resources)
Sent: Monday, January 04, 2016 8:04 AM
To: 'khiggins@tuiwater.com'
Cc: Lyon, Ashley (DOS); Howatt, Robert (DOS); Hartigan, Matthew (DOS); Donoghue, Julie M (DOS); Nickerson, Donna L (DOS); Mayrack, Brenda (DOJ)
Subject: RE: FOIA request - Higgins

Good morning Ms. Higgins,

The Delaware Department of State has received your FOIA request dated December 30, 2015, and related to *“Annual Reports for 2014 filed by United Water Delaware and Tidewater Utilities with the Public Service Commission Annual Report for 2014 filed by Artesian Water Company with the Public Service Commission.”*

With this email I am forwarding your FOIA request to the Department's Public Service Commission for response. The Commission will notify you directly if more information is needed to provide a final response.

Pursuant to 29 Del. C. § 10003(h)(1) "The public body shall respond to a FOIA request as soon as possible, but in any event within 15 business days after the receipt thereof, either by providing access to the requested records, denying access to the records or parts of them, or by advising that additional time is needed because the request is for voluminous records, requires legal advice, or a record is in storage or archived. If access cannot be provided within 15 business days, the public body shall cite 1 of the reasons hereunder why more time is needed and provide a good-faith estimate of how much additional time is required to fulfill the request."

Cordially
Tammy Stock
Delaware Department of State
Delaware Public Archives
FOIA Coordinator

From: khiggins@tuiwater.com [<mailto:khiggins@tuiwater.com>]
Sent: Wednesday, December 30, 2015 9:14 AM
To: dos, foia (MailBox Resources)
Cc: khiggins@tuiwater.com
Subject: FOIA request

Request Date: Wednesday, December 30, 2015

Recipient: Dos.Foia@state.de.us

Name: Kirsten Higgins
Address1: Tidewater Utilities, Inc.
Address2: 1100 S. Little Creek Road
Address3:
City: Dover
State: DE
Zip Code: 19901

Phone: 302-747-1325
Email: khiggins@tuiwater.com

Request: Annual Reports for 2014 filed by United Water Delaware and Tidewater Utilities with the Public Service Commission Annual Report for 2014 filed by Artesian Water Company with the Public Service

Commission

Cost: 100.00