**2012 TRACKING SPREADSHEET**

**FOR FOIA COORDINATORS**

*\* Denotes required field pursuant to §3.3.3 of policy*

| **Date Written Request Received By Agency\*** | **Requesting Party & Contact Information\*** | **Response Required By *[15 business days from date of request]*** | **Information Requested** | **Does the request seek non-custodial records from DTI, OMB or any other agency?\* If “yes,” include name of any person contacted in outside agency and date of contact.\* Include date of cost estimate provided by outside agency.** | **If non-custodial records were provided by another agency, provide the date of receipt by Agency.\*** | **Date of Agency’s Internal Review(s)\*** | **Internally Reviewed By\*** | **Date of Agency Response to Requesting Party Under §3.4 of Policy\*** | **Were all requested records provided on date of Agency’s response under §3.4? If “no,” state why.\*** | **If all requested records were not provided as of date of Agency response under §3.4, provide date upon which records provided.\*** | **Copying Fees *(Note-1st 20 pages free)*** | **Administrative Fees**  **(*Note-1st hour free)*** | **Date of Final Disposition\*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2/17/12 | Patrick J. Duffy  Chatham Bay  1415 Foulk Road, Suite 104  Wilmington, DE 19803 | 3/9/12 | One copy of the Buccini/Pollin-Meginley Low Income Housing Tax Credit application for their project at 400 Market Street, Wilmington, DE. | Does not require Agency to collect non-custodial records |  | 2/20/12 | *Susan Eliason* | 2/21/12 | No – Buccini/Pollin-Meginley did not submit a formal application. |  |  |  | 2/21/12 |
| 3/13/12 | Thaddeus J. Weaver  One Customs House  704 King St., Suite 500  P.O. Box 1031  Wilmington, DE 19899  (302) 571-9800  [tweaver@dilworthlaw.com](mailto:tweaver@dilworthlaw.com) | 4/3/12 | One copy of any and all documents, correspondence, emails, and other communications related to Opinion No. 12-IB02 of the Office of the Attorney General of the State of Delaware. | Does not require Agency to collect non-custodial records | Office of the Attorney General | 3/13/12 | *Anas Ben Addi, Christina Hardin, Susan Eliason, Doug Croft* | 3/27/12 | Yes | N/A |  |  | 3/27/12 |
| 3/20/12 | Morgan McGee-Solomon  Landmark JCM  One Corporate Commons  100 W. Commons Boulevard  Suite 301  New Castle, DE 19720  (302) 323-9377  [morgans@landmarkJCM.com](mailto:morgans@landmarkJCM.com) | 4/10 | Records of files pertaining to the property such as fires, leaks, spills, explosions, contamination, or other underground storage tank installations or removals are of particular interest. | Does not require Agency to collect non-custodial records |  | 3/21/12 | *Christina Hardin, Emily Lanter* | 3/21/12 | No – Property Insurance Co. could better provide the information. |  |  |  | 3/22/12 |
| 3/22/12 | Mr. Donald L. Logan, Esq.  Logan and Patrone, LLC  One Corporate Commons  100 West Commons Blvd.,  Suite 300  New Castle, DE 19720 (302) 325-3555  [dlogan@loganllc.com](mailto:dlogan@loganllc.com) | 4/12/12 | A copy of Petrucon’s Bond from Petrucon or the Developer for the Lexington Green Apartments construction project. | Does not require Agency to collect non-custodial records |  | 3/22/12 | *Anas Ben Addi, Christina Hardin, Susan Eliason, Jim Loescher, Calvin Bonniwell* | 3/28/12 | Yes |  |  |  | 3/28/12 |
| 3/27/12 | Thaddeus J. Weaver  One Customs House  704 King St., Suite 500  P.O. Box 1031  Wilmington, DE 19899  (302) 571-9800  [tweaver@dilworthlaw.com](mailto:tweaver@dilworthlaw.com) | 4/17/12 | Certain documents pursuant to communications related to Opinion No. 12-IB02 of the Office of the Attorney General of the State of Delaware are exempt from the Delaware FOIA statute. Requested a privilege log in support of the claim of privilege. | Does not require Agency to collect non-custodial records |  | 3/27/12 | *Anas Ben Addi, Christina Hardin, Susan Eliason, Doug Croft* | 3/28/12 | No – Preparation of such a log is not required by FOIA or by any interpretation of it known to DSHA. FOIA does not require a public body to create a record where the requested record does not exist. |  |  |  | 3/28/12 |
| 3/30/12 | Beth Miller  The News Journal Co.  P.O. Box 15505  Wilmington, DE 19850  (302) 324-2784 | 4/20/12 | Documents related to the Hockessin Community Center from 2006-present. | Does not require Agency to collect non-custodial records |  | 4/2/12 | *Christina Hardin* | 4/20/12 | Yes |  |  |  | 4/20/12 |
| 4/3/12 | Harry Gravell  DE Building & Construction Trades Council  911 New Road  Wilmington, DE 19805  (302) 892-9600 | 4/24/12 | A list/accounting of all payments made by DSHA for or on behalf of the U of D or for or on behalf of any entity in which the U of D has a financial interest. | Does not require Agency to collect non-custodial records |  | 4/10/12 | *Anas Ben Addi, Christina Hardin, Doug Croft, Susan Eliason* | 4/20/12 | No – Not privy to entities that are of interest to UD. |  |  |  | 4/20/12 |
| 6/25/12 | Judith Eileen Myers  Huling Cove  1140 Savannah Road  Lewes, DE 19958 | 7/17/12 | Investigative records of DSHA employee. | Does not require Agency to collect non-custodial records |  | 6/29/12 | *Doug Croft, Christopher Whaley* | 8/15/12 | No – These records are not subject to FOIA. |  |  |  | 8/15/12 |
| 8/2/12 | Adam Flake  Integratec  3560 Lenox Road NE  Suite 2800  Atlanta, GA 30326 | 8/24/12 | LIHTC Allocations from 1987 to Present | Does not require Agency to collect non-custodial records |  | 8/2/12 | *Christina Hardin, Susan Eliason, Cindy Deakyne* | 8/7/12 | Yes |  |  |  | 8/7/12 |
| 8/16/12 | Melissa Nann Burke  The News Journal Company  950 West Basin  New Castle, DE 19720  [mburke@delawareonline.com](mailto:mburke@delawareonline.com) | 9/10/12 | Electronic copy of document, spreadsheet, or database maintained by DSHA to track FOIA requests from Jan. 1, 2011 to August 15, 2012. | Does not require Agency to collect non-custodial records |  | 8/16/12 | *Anas Ben Addi*  *Christina Hardin*  *Doug Croft*  [*anas@destatehousing.com*](mailto:anas@destatehousing.com)  [*christina@destatehousing.com*](mailto:christina@destatehousing.com)  [*doug@destatehousing.com*](mailto:doug@destatehousing.com) | 8/24/12 | Yes |  |  |  | 8/24/12 |
| 8/16/12 | Priscilla Johnson |  | No Request |  |  |  |  |  |  |  |  |  | Did not fall under parameters of FOIA. |
| 9/6/12 | Ben Cuttino  LexisNexis Claims Solutions, Inc.  P.O. Box 740167  Atlanta, GA 30374-0167 | 9/25/12 | Copy of Auto/Incident report and/or a blotter entry written by your agency that corresponds to the information on police report included. | Does not require Agency to collect non-custodial records |  | 9/4/12 | *Christina Hardin*  *Doug Croft*  [*christina@destatehousing.com*](mailto:christina@destatehousing.com)  [*doug@destatehousing.com*](mailto:doug@destatehousing.com) | 9/6/12 | No – Does not pertain to DSHA |  |  |  | 9/6/12 |
| 10/26/12 | Zach Fox  Center for Public Integrity  Harvard University  124 Mount Auburn Street  Suite 520N  Cambridge, MA 02138 | 11/21/12 | A database of all multifamily projects to have applied to DSHA for LIHTC or any sort of tax-exempt bond financing, dating from 1/1/00 to present. The latest Qualified Allocation Plan. Any and all documentation related to such electronic records. | Does not require Agency to collect non-custodial records |  | 10/26/12 | *Christina Hardin*  *Kathi McCoy*  *Cindy Deakyne*  *Susan Eliason* | 10/26/12 | Yes |  |  |  | 11/19/12 |
| 12/10/12 | Minority Workforce Development Coalition  20 Moonlight Court  Newark, DE 19702  [mockdryden@aol.com](mailto:mockdryden@aol.com) | 12/21/12 | A copy of your workforce diversity report/equal employment opportunity report from 2010-2012. | Does not require Agency to collect non-custodial records |  | 12/10/12 |  | 12/10/12 | Yes |  |  |  | 12/17/12 |