



Delaware Municipal Web Developers Group

August 16, 2012



Agenda

- Lunch
- Welcome
- Discussion Items:
 - YouTube
 - FOIA
- Reports
 - Municipalities
 - UD
 - GIC
- Open Discussion

YouTube Facts

- More than 120 million videos since 1995
- 200,000 uploaded each day
- 200 million watched each day
- About 12% violate copyright
- Top categories:
 - Music 20%
 - Entertainment 15%
 - People/blogs 14%
 - Comedy 13%
 - Sports 7%
 - Educational 6%

YouTube Facts

- Most videos (80%) are by amateurs
 - Then professionals/partners (15%)
 - And corporate/commercial (5%)
- Top countries on YouTube
 - US 35%
 - UK 7%
 - Philippines 4%



Featured

Feed

Videos

Search Channel



Governor Jack Markell
Delaware

World Languages for Worldwide Jobs Governor's Weekly Message

by GovernorMarkell 5 days ago

56 views

Featured Playlists

Governor Jack Markell

Videos from or about Delaware's Governor, Jack ...



Lt Governor Matt Denn



Delaware Tourism

Videos offered by the Delaware Tourism Office.



About State of Delaware

Edit

The official YouTube channel for the State of Delaware.

- Delaware.gov
- Visit & Explore Delaware
- Incorporate in Delaware
- Connect with Delaware
- Contact Us

by DelawareGovernment

Latest Activity	Aug 10, 2012
Date Joined	Aug 18, 2008
Age	111
Location	Dover
Country	United States

Featured Channels

Edit



Delaware Governor Jack Mar...

67 subscribers



Delaware Tourism

46 subscribers



Delaware DNREC

40 subscribers



delawaredot

44 subscribers



delawaredmv

DE.gov on YouTube

- First upload: June 11, 2009
 - Hat in the Ring (21 views)
- Most viewed video: DSP Criminal Background Check (8,311 views)
- 218 videos uploaded
- 71,000 views (so far)

Want to Play?

- If you have a Gmail account, you already have a YouTube account
- If you have an account, you can create a channel
- YouTube can handle just about any video format
- Up to 2 gigabytes (how patient are you?)
- Limit of about 15 minutes in length
- Once loaded, video can be added to a website using YouTube embed codes

Things to Think About

- Title, description and tags are very important
 - They can protect you from having inappropriate content show up in the "recommended videos" list
 - They can improve your chances of being found
- Embedded videos get watched, and shared, more than others
- A YouTube channel is just a start
 - embed, share, use



This video is public.

Like Add to Share 66 views

Published on Jul 24, 2012 by DelawareGovernment
Introduction to Cassie Lawn Walker, Delaware artist. Selected pieces of her work are on display during August, 2012, at the Mezzanine Gallery in Wilmington, Delaware. Visit here to learn more:
<http://www.artsdel.org/services/mezzanine.shtml>

Category: Education
Tags: Cassie Lawn Walker Lawn Walker Lawn Walker Delaware art artist painter Mezzanine pop surrealism
License: Standard YouTube License

Show less
All Comments (0) see all

Respond to this video...



30 videos
Meet the Artist - Delaware Division of



Stand By Me® - In Their Own Words
by DelawareGovernment
138 views



"Faith, Family & Foster Care" Initiative
by DelawareGovernment
258 views



Meet the Artist - Tara Funk Grim
by DelawareGovernment
72 views



"En Español" - Inside the Delaware Public
by DelawareGovernment
178 views



Meet 2011 TED Prize Winner: JR
by theTEDprize
283,898 views



300 Violin Orchestra by Jorge Quintero (Official)
by jorgequinterohmp
375,391 views



The Cab - Angel With A Shotgun [Audio]
by ZentertainmentLA
550,342 views



Meet "The Simpsons" Voice Actors - Behind
by dollarforeddiedotcom
327,976 views



Biggs Museum of American Art: Junior
by DelawareGovernment
57 views



66 views 

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Introduction to Cassie Lawn Walker, Delaware artist. Selected pieces of her work are on display during August, 2012, at the Mezzanine Gallery in Wilmington, Delaware. Visit here to learn more:

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2 likes, 0 dislikes

Category:

[Education](#)

Tags:

[Cassie Lawn Walker](#) [Lawn Walker](#) [Lawn Walker](#) [Delaware](#) [art](#) [artist](#)
[painter](#) [Mezzanine](#) [pop surrealism](#)

License:

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All Comments (0)

[see all](#)

This video is public.



Like



Add to

Share



66 views



<http://youtu.be/t2ZDCRzdB>

Options ▾

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Email



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Hangout

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Introduction to Cassie Lawn Walker, Delaware artist. Selected pieces of her work are on display during August, 2012, at the Mezzanine Gallery in Wilmington, Delaware. Visit here to learn more:

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[painter](#) [Mezzanine](#) [pop surrealism](#)

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2 likes, 0 dislikes

Show less

Like



Add to

Share



66 views

<http://youtu.be/t2ZDCRzdB>

Embed

Email



More

Options

```
<iframe width="420" height="315"
src="http://www.youtube.com/embed/t2ZDCRzdBxI"
frameborder="0" allowfullscreen></iframe>
```

After making your selection, copy and paste the embed code above. The code changes based on your selection.

- Show suggested videos when the video finishes
- Use HTTPS [?]
- Enable privacy-enhanced mode [?]
- Use old embed code [?]

420 × 315



480 × 360



640 × 480



960 × 720



Custom

Width: px

Height: px

Hangout

There Will Be a Brief Pause

FOIA

- [29 Delaware Code, Chapter 100](#)
DELAWARE FREEDOM OF INFORMATION ACT
 - "It is vital in a democratic society that public business be performed in an open and public manner"
- [Executive Order 31](#) (Signed 10/20/11)
 - Requires executive branch agencies to adopt a standard approach for handling FOIA requests
- [Senate Bill 231](#) (Signed on 8/1/12)
 - Codifies EO 31 and extends requirements to school districts and other public bodies

Let Us Be Clear

- We are not qualified to discuss all of the requirements of FOIA
- We are qualified to discuss the **FOIA Form** provisions
- We aren't lawyers and we haven't hired any for this discussion

That said... SB 231 Requires

- A policy for FOIA requests
- A "web portal for receiving FOIA requests through the internet."
- Requests "shall be made in writing" in person, by e-mail, by fax or online
- "Shall designate a FOIA Coordinator"

What the State Has Done

- A standard FOIA Request Form
 - Promulgated by the Attorney General's Office
- Simple and easy to reproduce
- No wrong door policy
- Defined FOIA Coordinators
- A FOIA topic page
(delaware.gov/topics/foia)

FOIA Topic Page

- Background information
 - State Law
 - Executive Order
- Links to agency-specific FOIA Policies
- Links to FOIA forms
 - Fillable PDF
 - Web-based form
- A listing of executive agency FOIA coordinators
 - Agency, name, title, e-mail, telephone

FOIA COORDINATORS

AGENCY	FOIA Coordinator	Title	Email	Office Phone
Agriculture	Mark Davis	Deputy Principal Assistant	mark.davis@state.de.us	302-698-4503
Bank Commissioner	Francis Babiarz	Deputy Commissioner	BankCommissioner@state.de.us	302-739-4235
Children, Youth & Their Families (DSCYF)	Kelly Bachman	Community Relations Coordinator	kelly.bachman@state.de.us	302-633-2500
Corrections	John Painter	Public Information Officer	john.painter@state.de.us	302-739-5601
Economic Development (DEDO)	Bernice Whaley	Deputy Director	bernice.whaley@state.de.us	302-739-4271
Education	Alison Kepner	Public Information Officer	akepner@DOE.K12.DE.US	302-735-4000
Finance	Angela Moffet-Batty	Community Relations Coordinator	angela.moffett-batty@state.de.us	302-577-8522
Governor's Office	Michael Barlow	Chief Legal Counsel	michael.barlow@state.de.us	302-577-3210
Health & Social Services (DHSS)	Jay Lynch	Deputy Principal Asst	jay.lynch@state.de.us	302-255-9037
Housing (DSHA)	Christina Hardin-Dirksen	Chief of Community Relations	FOIACoordinator@destatehousing.com	302-739-4263
Insurance	Morgan Coble	Paralegal	DOI-Legal@state.de.us	302-674-7316
Labor	Robert Strong	Deputy Principal Assistant	robert.strong@state.de.us	302-761-8003
Lt. Governor's Office	Emily Cunningham	Chief of Staff	emily.cunningham@state.de.us	302-744-4312
Management & Budget (OMB)	Bert Scoglietti	Director of Policy and External Affairs	robert.scoglietti@state.de.us	302-739-4204
National Guard	Major Drew Hilferty	Judge Advocate General	rov.hilferty@us.army.mil	302-326-7011
Natural Resources & Environmental Control (DNREC)	Jennifer Bothell	Enforcement Coordinator	jennifer.bothell@state.de.us	302-739-9000
Safety and Homeland Security (DSHS)	Kimberly Chandler	Media and Community Relations Director	kimberly.chandler@state.de.us	302-744-2667
State	Christopher Portante	Community Relations Coordinator	christopher.portante@state.de.us	302-739-4111
Technology & Information (DTI)	Elayne Starkey	Chief Security Officer	elayne.starkey@state.de.us	302-739-9631
Transportation (DelDOT)	Robert King	Community Relations Officer	dotpr@state.de.us	302-760-2080



Your Search...

Phone Numbers | Mobile | Map | Site | Print | Email

Delaware.gov » Request For Public Record Form

Request For Public Records



Pursuant to the Delaware Freedom of Information Act [29 Del. C. ch. 100](#)

Request Date: Thursday, October 20, 2011

Public Body

To:

Requestor

Name

Mailing Address

Address1

Address2

Address3

City State Zip

Contact Information

Phone E-mail

Records Requested

Be as specific as you can, describing types of records, dates, parties to correspondence, subject matter, etc. The public body will make every reasonable effort to assist you in identifying the records being sought.
Note: Requests for voluminous records may be delayed.

There may be costs involved in responding to your request. The public body can require you to examine the records at the office of the public body. Refer to the public body's policy or regulation for information about costs and access to records.

Please contact me if costs will be greater than

* Within 15 business days from receipt of your request the public body must either provide you with access to the records, deny your request, or state that additional time is needed.



REQUEST FOR PUBLIC RECORDS
PURSUANT TO THE DELAWARE FREEDOM OF INFORMATION ACT
29 Del. C. ch. 100

TO (name of public body) _____

YOUR NAME _____ DATE OF REQUEST _____

MAILING ADDRESS _____

TELEPHONE (optional) _____ EMAIL (optional) _____

RECORDS REQUESTED: **(Be as specific as you can, describing types of records, dates, parties to correspondence, subject matter, etc. The public body will make every reasonable effort to assist you in identifying the record being sought. Requests for voluminous records may be delayed.)**

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PLEASE CONTACT ME IF COSTS WILL BE GREATER THAN _____.

Within 15 business days from receipt of your request the public body must either provide you with access to the records, deny your request, or state that additional time is needed.

The Fillable PDF is Available for Use

- Citizen can enter request on-line
- But must save and e-mail to the local government
- Post link with directions and an e-mail for submission
- www.delaware.gov/forms/foia_request.pdf



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In The Future: On-Line Forms

- GIC can create on-line forms for municipal web sites we already are working on
 - Similar to what we have for state agencies
 - *We can't do this immediately*
 - Offer may be expanded to other municipalities
- This will require municipal staff to
 - Maintain active FOIA coordinator e-mail accounts
 - Keep the correct FOIA coordinator e-mail account entered into the system
- GIC cannot take on responsibility of maintaining municipal FOIA forms

Recommendations

- Name a FOIA Coordinator
 - Publicize
- Add link to fillable PDF, and instructions, to web site
- Work with web providers to create an on-line form based on the PDF
 - If you work with us, we'll add you to the (fairly long) list

Reports from...

- Municipalities
- UD
- GIC

Open Discussion

- Questions
- Comments
- Concerns



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