

Date Received: \_\_\_\_\_



### OPEN PUBLIC RECORDS REQUEST FORM

Business Hours: Monday through Friday – 8:30 am – 4:30 pm

#### Requestor Information – Please Print

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Daytime: \_\_\_\_\_

Preferred Delivery:  Email  Pick Up  US Mail  On-Site Inspection

**Circle One:** Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE/HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state or the United States.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The last page of this form contains important information related to your rights concerning government records. Please read it carefully.*

**RECORDS REQUESTED:** Please be as specific as possible in describing the records being requested. Please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.


- CONTINUED ON BACK -

A request for a copy of Public Records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response time established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed in person, by mail, or by facsimile.

Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.

Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be:

**\$.05 per letter size page**

**\$.07 per legal size page**

**Other materials (CD, etc.) – actual cost of material**

**Delivery – Postage fees additional depending upon delivery type**

**Extras – Special service charge dependent upon request**

as provided by N.J.S.A. 39:4-131.

Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.

Where a legal determination must be made as to whether records are "public records as provided by law" the request will be reviewed by the Municipal Attorney.

The term "public-records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the law of this State, any other state or the United States and is not seeking government records containing personal information pertaining to the victim – or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

Information requested will be ready on: \_\_\_\_\_

Estimated Number of Pages: \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Municipal Signature: \_\_\_\_\_

Release Date: \_\_\_\_\_

**Contact Dates/Notes:**