

**ANYTOWN BOARD OF EDUCATION**  
1234 Main Street  
Anytown, NJ 00000-0000

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## **REQUEST FOR GOVERNMENT RECORDS**

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### **I. GENERAL INFORMATION**

A request for a copy of government records should be submitted on this form, which has been adopted by 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 times established by law, regulation, or Executive Order. There is no fee involved in simply inspecting a document during normal business hours. In general:

- Immediate access is ordinarily granted 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 that 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:

first page to tenth page, \$0.75 per page;  
eleventh page to twentieth page, \$0.50 per page;  
all pages over twenty, \$0.25 per page;

The board of education may charge more than the per-page limit if the actual cost, calculated as the cost of materials and supplies, exceeds the rates above. Additionally, a special service fee may be added for irregular size copies or requests that require an extraordinary amount of time or effort to accommodate the request. In such cases, the actual direct cost of providing the copies will be charged.

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. A deposit may be required.

Anonymous requests for government records are permitted by law. If an anonymous request is made and the estimated cost of producing copies exceeds \$5.00, a deposit may be required. Anonymous requests for personal information will not be fulfilled.

A person who is denied access to a government record by the custodian of the record, at the option of the requestor, may: 1) institute a proceeding to challenge the custodian's decision by filing an action in Superior Court which shall be heard in the vicinage where it is filed; or 2) in lieu of filing an action in Superior Court, file a complaint with the Government Records Council (GRC). The GRC may be reached by phone at 609-292-6830 or by mail at P.O. Box 819, Trenton, N.J. 08625. GRC website: [www.nj.gov/grc](http://www.nj.gov/grc). GRC E-mail address: [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us)

### **II. REQUEST (please print)**

Name: \_\_\_\_\_

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

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

Telephone [Day] \_\_\_\_\_

I request \_\_\_\_\_ copy or copies of the specific records set forth below:

I request only to inspect the specific records set forth below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If records are available in different formats, type of format requested \_\_\_\_\_

**Requestor's Acknowledgement**

As a requestor of records, I acknowledge that I have read and received a copy of the "General Information Concerning Government Records" and understand that I have the right to appeal a decision of the records custodian to either the Superior Court of New Jersey or to the Government Records Council.

Signature of Requestor \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
FOR INSTITUTIONAL USE ONLY

If copies requested, date copies will be ready \_\_\_\_\_

Approximate Cost \_\_\_\_\_

Deposit Required \_\_\_\_\_

Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

John Doe  
Records Custodian

**III. Public Records Request Response**

**A. ACCESS IS GRANTED TO THE FOLLOWING RECORDS. IF COPIES WERE REQUESTED, THEY ARE BEING MADE AVAILABLE FOR THE FEE LISTED BELOW:**

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**SUBTOTAL FEE FOR COPIES** \_\_\_\_\_

**SPECIAL SERVICE FEE (IF ANY)** \_\_\_\_\_

**LESS DEPOSIT (IF ANY)** \_\_\_\_\_

**TOTAL FEE** \_\_\_\_\_

**B. ACCESS TO THE FOLLOWING DOCUMENT(S), IS DENIED, FOR THE REASONS LISTED BELOW:**

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\_\_\_\_\_  
**John Doe**  
**Records Custodian**

\_\_\_\_\_  
**DATE**

**ACKNOWLEDGEMENT OF REQUESTOR**

I hereby acknowledge that I have received the documents requested, except for any documents listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I understand that I have the right to appeal to New Jersey Superior Court or to the Government Records Council in the Department of Community Affairs.

\_\_\_\_\_  
**SIGNATURE OF REQUESTOR**

\_\_\_\_\_  
**DATE**