

**BOARD OF EDUCATION
517 HAMILTON STREET
HARRISON, NJ 07029
Telephone: (973) 483-2055
Telecopier: (973) 497-1725**

REQUEST FOR GOVERNMENT RECORDS

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:

8 ½ x 11 \$0.05 per page;

8 ½ x 14 \$0.07 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 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/ GRC E-mail address: grc@dca.state.nj.us

M. Christine Griffin, School Business Administrator/Board Secretary/Custodian of Records

OPEN PUBLIC RECORDS ACT REQUEST FORM

Important Notice

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

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____

E-mail Address _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____
Fax _____ E-mail _____

If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A 2C:28-3, I certify ***I HAVE I HAVE NOT*** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$

Select Payment Method

Cash Check Money Order

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) - actual cost of material

Delivery: Delivery/ postage fees additional depending upon delivery type.

Extras: Special service charge dependant upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, 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.

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY