

REQUEST for PUBLIC RECORDS
Riverside Township Board of Education
112 E. Washington Street
Riverside, NJ 08075

Requestor Information – Please Print

Name: _____

Company: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Daytime Telephone: () _____

I request: **Copies of the information requested below.**

Only to inspect the information requested below.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.
--

() **Minutes:** (Specify board or entity, date topic or other identifying information) _____

() **Resolution:** (Specify date, number or other identifying information) _____

() **Budget:** (specify fiscal year) _____

() **Vouchers or Bills:** (Specify date, topic or other identifying information) _____

() **Contract:** (Specify position or vendor, year(s) or other identifying information) _____

Salary or Overtime Information: (Specify position or other identifying information) _____

Other: (Specify) _____

_____ Signature of Requestor	_____ Date
---------------------------------	---------------

Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et esq.)

A request for a copy of Public Records must 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 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 that will be required to provide the records.
- Except as otherwise provided by law or regulations, the fee for the duplication of a printed record shall be:

Letter size page or smaller	\$.05 per page
Legal size page or larger	.07 per page

The Board of Education may charge more than the per page limit if the actual cost, calculated as the cost of material and supplies, exceeds the rates above. In such cases, the actual direct cost of providing the copies will be charged. Additionally, delivery and/or postage fees may be charged depending upon the delivery type.

When 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 upon the costs of producing the format requested.

A deposit of \$5.00 may be required where the requestor wishes to remain anonymous.

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, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

A person who is denied access to a governmental record by the Custodian of Records, 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 Governmental Records Council established in the N.J. Department of Community Affairs.

The right to institute any proceeding under this section shall be solely that of the requestor.

PUBLIC RECORDS REQUEST RESPONSE

Access is granted to the following records. Requestor should call Riverside Board of Education to request an appointment to review the records at telephone number 856-461-1255 extension 112. If copies were requested, they are being made available for the fees listed below:

FEE

Minutes	
Resolution	
Budget	
Vouchers or Bills	
Contract	
Salary or Overtime Information	
Other (specify)	

Subtotal Fee for Copies: _____

Special Service Fee (if any): _____

Total Fee: _____

Access to the following document(s) is denied for the reasons listed below:

If your request has been denied in whole or in part, you have the right to appeal that decision. You may take your appeal to the Governmental Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 *et seq.*

Custodian of Records

Date

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 the New Jersey Superior Court or to the Governmental Records Council in the Department of Community Affairs.

Signature of Requestor

Date