

LOPATCONG TOWNSHIP BOARD OF EDUCATION

Board of Education Office
321 Stonehenge Drive
Phillipsburg, NJ 08865

REQUEST FOR PUBLIC RECORDS

I. Request (please print)

Name of Requestor: _____

Address: _____

City _____ State _____ Zip _____

Day Telephone and/or Fax: _____

I request a copy of the information requested below.

I request only to inspect the information requested below.

Please provide a description of the government record being requested. (Be Specific)

1. _____

2. _____

3. _____

4. _____

5. _____

Signature of Requestor

Date

II General Information

This form must be completed and presented to the Custodian of Records between the hours of 8 a.m. and 4 p.m., Monday - Friday during normal business hours. Requested records will be made available as soon as possible but no later than seven (7) business days after receiving the request provided that the record is currently available and not in storage or archived.

A determination of fees will be made by the Custodian of Records. A deposit or prepayment may be required upon acceptance of this request. As adopted by the Lopatcong Township Board of Education, the fee assessed 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;
Delivery/postage fees additional depending on delivery type

The Board of Education must provide electronic records free of charge for email and fax. However, the Board of Education will charge a fee for the cost of supplies to provide records in another medium such as computer disc, CD-ROM or DVD.

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 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 government record by the Custodian of Records, at the option of the requestor, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council (GRC) established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7). The GRC may be reached by Fax at 609-633-6337 or by mail at P.O. Box 819 Trenton, NJ 08625. The GRC Website is: www.nj.gov/grc

III 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:

- 1. _____ # of pages _____ Fee _____
- 2. _____ # of pages _____ Fee _____
- 3. _____ # of pages _____ Fee _____
- 4. _____ # of pages _____ Fee _____
- 5. _____ # of pages _____ Fee _____

Subtotal Fee for Copies _____

Special Service Fee (if any) _____

TOTAL FEE _____

B. Access to the following documents(s), is denied to the reason listed below:

- 1. _____ Reason: _____
- 2. _____ Reason: _____
- 3. _____ Reason: _____
- 4. _____ Reason: _____
- 5. _____ Reason: _____

Gail Woicekowski, 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 been denied, I understand that I have a right to appeal to New Jersey Superior Court or to the Government Records Council.

Signature of Requestor

Date