

EDISON TOWNSHIP BOARD OF EDUCATION
PUBLIC RECORDS REQUEST FORM PURSUANT TO N.J.S.A. 47:1A-1 et seq.

This form must be completed in writing and hand delivered or mailed to the Business Administrator/Board Secretary as the Custodian of Records ("Custodian") for the Edison Township Board of Education ("Board"), between business hours of 8 a.m. and 4 p.m., Monday through Friday.

The Custodian will make a determination of the photocopying fees to be charged in accordance with N.J.S.A. 47:1A-5b. Additionally, the Custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the Custodian anticipates that the information requested will cost in excess of \$5.00 to reproduce. The Custodian will notify the requestor if any prepayment of fees or a deposit is required before a request may be fulfilled.

The requested record(s) will be made available as soon as possible but not later than seven business days after receiving the request provided that the record(s) is/are currently available and not in storage or archived. If a request for access to a government record would substantially disrupt agency operations, the Custodian may deny access to the record after attempting to reach a reasonable solution with the requestor that accommodates the interests of the requestor and the Board.

More specific directions on how to file a government records request are attached to this form. In addition, a New Jersey Government Records Council flier entitled "What To Do If Your Request For A Record Has Been Denied" is also attached to this form.

TO BE COMPLETED BY THE REQUESTOR – PLEASE PRINT

First Name _____ MI _____ Last Name _____
Company _____
Mailing Address _____
City _____ State _____ Zip _____ Email _____
Business Hours Telephone: Area Code _____ Number _____ Extension _____
Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____

Circle One: Pursuant to N.J.S.A. 47:1A-2.2, 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, under penalty of N.J.S.A. 2C:28-3.

Signature _____ Date _____

Brief Description of Government Records Sought: 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.

TO BE COMPLETED BY THE CUSTODIAN OF PUBLIC RECORDS:

Approval

_____ The request is approved. The following documents will be available on or before _____ (insert date).

The requestor will be charged \$_____ for photocopying.

The following deposit (if any) will be charged: \$_____.

Denial

The request is denied in whole _____ or in part _____. The reason(s) for any denial follow:

Custodian
Signature

Date

**How to File a Government Records Request with the
Edison Township Board of Education.**

1. Complete and date this request form and deliver it in person during regular business hours or by mail to the Custodian. OPRA requests will not be accepted by facsimile or e-mail. Your request is not considered filed until the Custodian has received a completed request form. If you submit the request form to any other officer or employee of the Edison Township Board of Education, that officer or employee may not have the authority to accept your request form on behalf of the Edison Township Board of Education and your request will be directed to the Custodian. The seven business day response time will not commence until the Custodian reviews the request to determine if it is complete.
2. If you submit a request for access to government records to someone other than the Custodian, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of a government record in printed form are \$0.75 per page for the first to tenth page, \$0.50 per page for the eleventh to twentieth page and all pages over twenty will cost \$0.25 per page. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by check or money order payable to the "Edison Township Board of Education."
4. If it is necessary for the Custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
5. You may be charged a 50% or other deposit when a request for copies exceeds \$25.00. The Custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, that are estimated by the Custodian to cost more than \$5.00 to reproduce, may require a deposit of 100% of estimated fees. If there is a balance, you agree to pay it upon delivery of the records.
6. Under OPRA, the Custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
7. By law, the Edison Township Board of Education must notify you that it grants or denies a request for access to government records within seven business days after the Custodian receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the Custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the Custodian to extend the time for making records available, or granting or denying your request.

8. You may be denied access to a government record if your request would substantially disrupt agency operations and the Custodian is unable to reach a reasonable solution with you.
9. If the Edison Township Board of Education is unable to comply with your request for access to a government record, the Custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requestor, if the Custodian fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
11. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the Edison Township Board of Education to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.nj.gov/grc. The GRC can also answer other questions about the law.
12. Information provided by the requestor on the Edison Township Board of Education Public Records Request Form may be subject to disclosure under the Open Public Records Act.