

**Request for Public Records
Deal Board of Education – Monmouth County**

REQUESTED BY: _____

ADDRESS: _____

PHONE AND FAX: _____

SIGNED: _____

Clearly print a brief description of record (s) requested:

1. (View or Copy)

2. (View or Copy)

3. (View or Copy)

4. (View or Copy)

To be Completed by Custodian of Records

| | |
|---------------------------------------|--------------------------|
| REQUEST 1 – Approved or Denied* _____ | To Be Provided By: _____ |
| REQUEST 2 – Approved or Denied* _____ | To Be Provided By: _____ |
| REQUEST 3 – Approved or Denied* _____ | To Be Provided By: _____ |
| REQUEST 4 – Approved or Denied* _____ | To Be Provided By: _____ |

Fees Charged:

\$ _____

Signature of Custodian and Date

*If Request is denied, the reason for Denial follow:

This form must be completed and presented to the Custodian of Records between the hours of 8am and 4pm, Monday – Friday, when offices are normally open. A determination as to any fees charged will be made by the Custodian of Records. A deposit may be required upon acceptance of this request. Requested records will be made available as soon as possible, but not later than 7 business days after receiving the request provided that the record is currently available and not in storage or archived.

A person making a request of public records who is denied such access may institute a proceeding to challenge the custodians decision by filing an action in Superior Court; or in lieu of filing an action in superior court, file a complaint with the GRC, Government Records Council, established pursuant to Section 8 of PL 2001, c.404 (C47:1A-7). The GRC may be reached by phone at 609-292-6830 or by mail at PO BOX 819, Trenton, NJ 08625, The website is www.nj.gov/grc.

A request for a copy of Public Record should be submitted on this form above, which has been adopted. 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 within seven (7) business days. If any documents or copy which has been requested is not public record or cannot be provided in (7) business days, you will be provided with a response with that information within (7) business days.

Some records requested have specific fees or other response times established by statutes. There is no fee involved in simply inspecting a document during normal business hours.

Fees are as follows: Copy of 1st Page – \$.05
Copy of 2nd – 10th Pages – .05 Cents
Copy of 11th Page or More - .05 Cents

The term “Public Record” generally includes those records determined to be public in accordance with NJSA 47:1A-1. The Term does not include employee personnel files, police records, public assistance files or other matters in which there is a right of Privacy or Confidentiality or which are specifically exempted by law. A legal determination must be made as to whether records are “Public Records” as provided by law, the request will be reviewed by the Board Attorney.