

TOWNSHIP OF SOUTH ORANGE VILLAGE
101 South Orange Avenue
South Orange, New Jersey 07079

REQUEST FOR PUBLIC RECORDS

IMPORTANT NOTICE

The next page of this form contains important information related to your rights to request government records.
PLEASE READ IT CAREFULLY

Requestor Information

PLEASE PRINT	
First Name _____	MI _____
Last Name _____	
Address _____	
City _____	State _____
Zip _____	
Telephone No. (Day) Area Code _____	Number _____
Extension _____	
Is this number unlisted? Yes/No _____	
Telephone No. (Evenings) Area Code _____	Number _____
Extension _____	
Is this number unlisted? Yes/No _____	
Preferred Delivery: Pick Up <input type="checkbox"/> US Mail <input type="checkbox"/> On-Site Inspection <input type="checkbox"/>	
Check One: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE <input type="checkbox"/> HAVE NOT <input type="checkbox"/> been convicted of any indictable offense under the laws of New Jersey or any other state of the United States or of the United States and I am not seeking government records containing personal information pertaining to the victim or the victim's family as provided by P.L. 2001, c.404.	
Signature _____	Date _____

Record Request Information

<i>To Expedite Your Record Request Be as Specific as Possible</i>	
<input type="checkbox"/>	Copy of Minutes (specify Board or entity, date, topic or other identifying information)
<input type="checkbox"/>	Copy of Ordinance or Resolution (specify date, number or other identifying information)
<input type="checkbox"/>	Police Accident Report (Identify accident and date)
<input type="checkbox"/>	Other (Specify)
<input type="checkbox"/>	License Information (Specify)
Information on a Specific Property	Address _____
	Block _____ Lot _____

The applicant hereby acknowledges receipt of a copy of this form with the date the information is expected to be available and the estimated cost.

This completed form when signed by the designated Custodian of Records shall constitute a receipt for any deposit made by the applicant.

APPLICANT _____
DATE SUBMITTED: _____

CUSTODIAN OF RECORDS _____
DATE: _____

Date on which the information requested will be ready: _____
Estimated number of pages _____
Estimated Cost \$ _____
Deposit \$ _____
(required when the anticipated cost exceeds \$10.00)

PUBLIC ACCESS TO GOVERNMENT RECORDS

1. State law requires that a request for access to or for a copy of government records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. You must complete, sign and date this request form and deliver it in person or by mail, during regular business hours to the designated custodian of the record requested. Telephone requests for records will not be accepted.

2. Some records will be immediately available during normal business hours (8:30 a.m. to 4:30 p.m.). 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 in accordance with P.L.2001, c. 404. Your request is not considered filed until the request form has been received by the appropriate designated custodian of the record requested. If you submit a request for access to government records to someone other than the appropriate designated custodian of the requested record, do not complete the request form or attempt to make a request by telephone, 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 \$0.50 per page for pages one through ten and \$0.25 cents per page for each page thereafter. (For a police accident report there is an additional fee of \$5.00 per page for the first three (3) pages and \$1.00 for each additional page when the request is not made in person, as provided by N.J.S.A. 39:4-131.) Payment of the fees shall be made by cash, check or money order payable to the Township of South Orange Village. Requests with estimate fees exceeding \$10.00 must be accompanied by a 50% deposit. There is no fee involved in simply inspecting a document during normal business hours. 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 on the costs of producing the format requested.

4. State law requires that the Custodian of Records must notify you within seven (7) business days after receipt of your record request whether the record(s) requested can be provided within seven (7) days. If the record requested is not currently available because it is in storage or archived, the Custodian of Records will advise you within seven (7) business days when the record can be made available. You and the Custodian of Records may agree to a longer time frame for compliance with your record request if the record(s) are archived or in storage or a large amount of information is requested. An extension of time shall be agreed to in writing. You may be denied access to a government record(s) if your request will substantially disrupt agency operations and the Custodian of Records is unable to reach a reasonable agreement with you.

5. State law requires that the Custodian of Records must notify you within seven (7) business days after receipt of your record request if the record(s) requested are deemed not to be "public records." When a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

6. If the Custodian of Records is unable to comply with your request for access to a government record, the Custodian will indicate the reasons for denial on a records request response form and send you a signed and dated copy.

7. Except as otherwise provided by law or by agreement with the requestor, if the designated Custodian of Records fails to respond to you within seven (7) business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.

8. Pursuant to state law, the Custodian of Records must deny to a person who is convicted of an indictable offense in New Jersey or any other state or of the United States, any government record containing personal information pertaining to the person's victim or the victim's family.

9. If your request for access to a government record has been denied or not provided within the time permitted by law, you have a right to challenge the decision of the Custodian of Records to deny your request. 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) at PO Box 803, Trenton, New Jersey 08625. You may also call the GRC toll free at 866-850-0511 with any questions or e-mail the GRC at grc@dca.state.nj.us. The website for the GRC is www.nj.gov/grc

10. Information provided on this form maybe subject to disclosure under the Open Public Records Act.

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, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or interagency or intra-agency advisory, consultative or deliberative material or other material which is specifically exempted by law.