

TOWNSHIP OF JACKSON

Municipal Building
95 West Veterans Highway
Jackson, New Jersey 08527
(732) 928-1200
Fax (732) 928-4377

REQUEST FOR PUBLIC RECORDS

(Revised 11-9-10)

For Municipal Use Only

Name: _____

Address: _____

Telephone (Day): _____

Information Requested:

Copy of Minutes [specific board or entity, date, topic or other identifying information]

Copy of Ordinance or Resolution [specify date, number or other identifying information]

Police Accident Report **Fee:** _____
Identify Accident: _____

Other [specify] _____

License Information [specify] _____

A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian (N.J.S.A. 47:1A-5-5.g). The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the Township of Jackson, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian (N.J.S.A. 47:1A-5.h). 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 statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for budgets, bills, vouchers, and 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 which will be required to provide the records.
- Except as otherwise provided by law or regulation, ***the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$0.05 per letter size page or smaller and \$0.07 per legal size page or larger. Fees assessed to purchase copies of police accident reports shall be \$0.05 per letter size page or smaller and \$0.07 per legal size page or larger. If copies of said accident reports are requested other than in person, an additional fee of up to \$5.00 may be added to cover administrative costs of the report (refer to N.J.S.A. 39:4-131). Delivery/postage fees additional depending upon delivery type.***
- Where 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 costs will be based on the costs of producing the format requested.
- Where 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.

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 which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or in the United States and is not seeking government records containing personal information pertaining to a victim or the victim's family as provided by N.J.S.A. 47:1A-1, et seq.

This form, when signed by the Municipal Official shall constitute a receipt for any deposit received.

The information requested will be ready on: _____

Estimated Number of Pages: _____

Estimated Cost: _____

Deposit: _____

[Required where the anticipated cost of reproduction exceeds \$5.00]

Applicant

Municipal Official

Date: _____

Date: _____

TOWNSHIP OF JACKSON

PUBLIC RECORDS REQUEST RESPONSE

TO: _____

DATE: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

You have the right to appeal this decision that the document or documents are not public records. You may take your appeal to the Government Records Council or the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq. If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

Date Municipal Clerk / Deputy Custodian of Records

ACKNOWLEDGEMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically stated above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received the information on the procedures for any appeal of the determination.

Date

Applicant