

BOROUGH OF HARVEY CEDARS
PO BOX 3185
HARVEY CEDARS, NJ 08008

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Date Received: _____ Date of Response: _____

Name: _____

Address: _____

Telephone: _____

INFORMATION REQUESTED

_____ Copy of Minutes / Ordinance / Resolution Pages _____ Fee: _____
(specify Board, date, number, topic or other identifying information)

_____ Police Report (identify accident) Pages _____ Fee: _____

_____ Other (specify) Pages _____ Fee: _____

The information requested will be ready on _____

Estimated Number of Pages _____ Estimated Cost _____

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 of the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provide by NJSA 47:1A-1 et seq.**

Applicant

Date

The above request has been fulfilled / denied.

Municipal Official

Date

PROCEDURES FOR REQUESTING A GOVERNMENT RECORD

A request for access to or for a copy of a government record should be submitted on this form, which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours while others 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 that has been requested is not a public record or cannot be provided within the seven (7) business days, a response with that information will be provided within the seven (7) business days.

FEES

- There is no fee involved in simply inspecting a document during normal business hours.
- Except as otherwise provided by law or regulation, the fee for the duplication of a printed record shall be \$0.05 per letter size (8.5"x11") page and \$0.07 per legal size (8.5"x14") page. If the page exceeds the legal size page then the Borough may charge its actual costs exceeding the \$0.07 per page. If that be the case, the actual cost for duplicating the record shall be the cost of materials and supplies used to make a copy of the record but shall not include the cost of labor or other overhead expenses associated with making said copy.
- 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 cost will be based on the costs of producing the format requested.

The term "public records" generally includes those records determined to be public in accordance with NJSA 47:1A-1. Where a legal determination must be made as to whether a record is a "public record", as provided by law, the request will be reviewed by the Municipal Attorney. The term "public record" does not include employee personnel and pension files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or inter-agency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

REQUEST RESPONSE

The document(s) listed below are not being provided because the document(s) are not public records as provide by law, for the following reason(s):

You have the right to appeal the decision that the document(s) is not a public record. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by NJSA 47:1A-1 et.seq. If your request has been denied, a statement of procedures for the appeal will be attached.

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed 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 information on the procedures for any appeal of the determination.

Applicant

Municipal Official

Date: _____

Date: _____