

Request for Public Records  
SOUTH ORANGE-MAPLEWOOD BOARD OF EDUCATION  
525 Academy Street, Maplewood, NJ 07040  
973-762-5600 ext 1800

Fax 973 378-9310

I. REQUEST (please print)

Date of Request: \_\_\_\_\_

Requested by: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

I request a copy of the information requested below.

Request Approved/ Denied *	Date to be Provided By	Fee
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I request only to view the information requested below.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

The applicant hereby certifies that he/she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

TOTAL CHARGES \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Request Received by

\_\_\_\_\_  
Date Received

II. PUBLIC RECORDS REQUEST RESPONSE

\* Access to the following document(s) is denied for the reason(s) listed below:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

III. GENERAL INFORMATION

This form must be completed and presented to the Custodian of Records between the hours of 8:30 a.m. and 4:30 p.m. Monday - Friday when offices are normally open. The fee assessed for duplication of a printed record shall be \$0.05 per letter size page or smaller, and \$0.07 per legal size page or larger. A special service fee may be added for irregular size copies or requests that require an extraordinary amount of time or effort to accommodate the request. Payment is required in advance. If a request is for a copy in a format other than a photocopy, reasonable effort will be made to provide the information in the format requested; the cost will be based on the cost of producing the format requested. There is no fee involved in simply viewing a document during normal business hours.

Immediate access is ordinarily available for budgets, bills, vouchers, contracts (including collective negotiations agreements and individual employment contracts) and public employee salary and overtime information. Minutes of public meetings will be available immediately after the minutes have been approved. If any document or copy which has been requested is not a public record or cannot be provided within seven business days, you will be notified within the seven business days.

A person making a request for public records who is denied such access may institute a proceeding to challenge the Custodian's decision by filing an action in Superior Court which shall be heard in the vicinage where it is filed; or, in lieu of filing an action in Superior Court, may file a complaint with the Government Records Council (GRC) established pursuant to Section 8 of P.L. 2001, c. 404 (C. 47:1A-7). The GRC may be reached by fax at 609-633-6337 or by mail at P.O. Box 819, Trenton, NJ 08625.

I ACKNOWLEDGE THAT I HAVE RECEIVED/DELIVERED THE DOCUMENTS REQUESTED, except for any documents listed above on which a determination has been made that the documents will not be provided. I understand that the Requestor has the right to appeal to the GRC in the Department of Community Affairs or to New Jersey Superior Court.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Custodian of Records

\_\_\_\_\_  
Date