

Borough of Neptune City

Government Records Request Form

Important Notice
The reverse side of this form contains important information related to your rights to request government records.

Requestor Information:

Name: _____

Company: _____

Mailing Address: _____

City: _____ State _____ Zip _____

Email: _____

Phone: (____) _____ Fax: _____

Preferred Delivery Pick up US Mail

Maximum Authorized Cost \$ _____

Select Payment method
 cash check money order

Fees:	Pages 1-10	\$0.75
	Pages 11-20	\$0.50
	Pages 21-	\$0.25
	Audio tape	\$75.00
	Video tape	\$75.00

Delivery: Delivery/postage fees
additional depending upon
delivery type.

Extras: Extraordinary service fees
dependent upon request.

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/she has not been convicted of any indictable offense under the laws of the 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 provided by N.J.S.A. 47:1A et seq.

Requestor Signature _____ Date _____

Records Request Information

Department:

To Expedite Your Request Be as Specific as Possible

_____ Copy of Minutes
(Specify date)

PUBLIC ACCESS TO GOVERNMENT RECORDS

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. 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. State Law requires that in order to request access to government records, you must complete, sign and date this request form and deliver it in person during normal business hours or send it by mail to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record has received the request form. **Telephone requests will not be accepted.**

- The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payments shall be made by cash, check or money order payable to the Borough of Neptune City.
- 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 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.
- Where there is a request 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.
- 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.
- If your request for access to a government record has been denied or unfiled within the time permitted by law, you have a right to challenge the decision by the Borough's Record Custodian to deny access. 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) located in the Department of Community Affairs. You may contact the (GRC) by telephone at (800) 555-5555.

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 inter-agency or intra-agency advisory, consultative, or deliberative material or their material which is specifically exempted by law.