

Holland Township Board of Education

714 Milford Warren Glen Road, Milford, NJ 08848 (908) 995-2772 - Fax (908) 995-2011

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 a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to 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

Custodian of Records

ACKNOWLEDGEMENT

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.

Date

Applicant

**Request for Public Records
Of the Holland Township Board of Education
Hunterdon County**

A request for a copy of Public Records should be submitted on this form which has been adopted by the HTS Board of Education 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 document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for to 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 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 printed record shall be: **\$.05 PER PAGE FOR LETTER SIZED PAGES AND SMALLER AND \$.07 PER PAGE FOR LEGAL SIZED PAGES AND LARGER.** Costs to produce paper copies that may exceed the \$.05 or \$.07 rates may be charged. Electronic records are free of charge. Actual cost to provide records in another medium, computer disc, Cd-Rom will be charged in full.
- 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 Holland Township Board of Education 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 the United States and is not seeking government records containing personal information pertaining the victim, or the victim's family as provided by *N.J.S.A. 47:1A-1 et seq.*

This form, when signed by the Holland Township Board of Education 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

Holland Township Board of Education Official

Date: _____

Date: _____

**Request for Public Records
Of the Holland Township Board of Education
Hunterdon County**

Requested by: _____
Address: _____
Phone and/or Fax: _____

Signed: _____ *Date* _____

Clearly print a brief description of the record(s) requested:
(circle)

1. (view or copy) _____
2. (view or copy) _____
3. (view or copy) _____
4. (view or copy) _____

***If request is denied, the reasons for denial follow:**

1. _____
2. _____
3. _____
4. _____

To be completed by the Custodian of Records			Fees Charged
Request Approved or Denied	To Be Provided By		
*			
*			
*			
*			\$

Total Charged \$ _____

Deposit if any: \$ _____

Signature of Custodian *Date*

This form must be completed and presented to the Custodian of Records between the hours of 8:00 AM and 4:00 PM, Monday-Friday when offices are normally open. A determination as to any fees charged will be made by the Custodian of Records. A deposit may be required upon acceptance of this request. Requested records will be made available as soon as possible but not later than seven business days after receiving the request provided that the record is currently available and not in storage or archived.

A person making a request of public records who is denied such access, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or in lieu of filing an action in Superior Court, 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 phone at 609-633-6337 or by mail at PO Box 819, Trenton NJ 08625. The GRC Website is: www.nj.gov/grc