

Wayne Township Board of Education Government Records Request Form

Part I

PLEASE READ THIS PART CAREFULLY BEFORE COMPLETING THIS FORM.

A request for a copy of Public Records should be submitted on this form, which has been adopted by the Custodian of Records pursuant to the Right to Know Law, N.J.S.A. 47:1A-8. The term public records generally include those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

Some records will be immediately available during regular business hours. Some records will require time to compile and to make the copies requested, but will normally be available during regular 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 seven (7) business days, you will be advised within seven (7) business days **after** your request is received by the Board Secretary/School Business Administrator for the Wayne Township Board of Education.

Some records requested have specific fees or other response times established by law, regulation or Executive Order. There is no fee involved in simply inspecting a document during normal business hours.

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 that 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:
 - For letter size or smaller: \$.05 per page
 - For legal size: \$.07 per page

Anonymous requests, which will exceed \$5.00 in photocopy fees, will require a deposit. Please be advised that additional fees and/or charges above the amounts previously listed may be incurred depending on the complexity of the request. 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 information in the requested format. In the event a request will require additional fees, you will be contacted by the Board office to discuss the charge and/or to revise your request.

If your request for access to government records is granted, you will be permitted to inspect, examine and photocopy the records during regular business hours. The Wayne Township Board of Education business hours are Monday through Friday from 8:30 a.m. to 3:30 p.m. excluding school vacations and legal holidays.

Right of Appeal

You have the right to challenge a decision to deny you access to government records requested. A person who is denied access to a government record by the Custodian of Records may:

- 1) Institute a proceeding to challenge the custodian's decision by filing an action in the Superior Court of New Jersey which shall be heard in the vicinage where it is filed; or
- 2) In lieu of filing an action in Superior Court, file a complaint with the Government Records Counsel established in the New Jersey Department of Community Affairs.

The right to institute any proceeding under this section shall be solely that of the requestor.

Part II

Please complete each section of this form and be sure to print legibly. After you have fully read and completed this form, submit it to the Board Secretary/School Business Administrator.

Date of request _____

Name of Requestor _____

Street Address _____

Town _____

State _____ Zip Code _____

Home Tel. No.: _____ Work Tel. No.: _____

Email Address: _____

Describe briefly the government records requested:

If requesting an individual(s) personal information, including but not limited to, work or school address, work telephone number, medical history, or any other personally identifiable information, please certify whether you have been convicted of a crime.

No, I have never been convicted of a crime. _____

Yes, I have been convicted of a crime. _____

If you have responded yes to the above question, the law requires you to list the names of all victims and their families (Please attach additional sheet if necessary):

Please note that a record containing a victim(s) personal identifying information may be released to a convicted individual only if the information is necessary to assist in the defense of the requestor.

Please note that an anonymous request for a government record containing personal information shall be denied.

Signature of Requestor

Date

Part III

To be completed by the Board Secretary/School Business Administrator.

Describe briefly the government records which will be made available to the requestor:

Date when the above-listed documents will be provided:

Photocopy/Reproduction fee to be charged:

Describe briefly those documents which will not be provided to the requestor:

State the reason for the denial of access to the documents:

Board Secretary/School Business Administrator

Date