

Request for Public Records Clinton-Glen Gardner Board of Education Hunterdon County

Requested by: _____

Address: _____

Phone and or Fax: _____

Email: _____

Signed: _____ Date: _____

To be completed by the Custodian of Records

	Request Approved or Denied	To Be Provided By	Fees Charged	
Clearly print a brief description of the record(s) requested :				
1. _____	*		\$0.05 Per copy	
2. _____	*			
3. _____	*			
4. _____	*			
				\$ _____ Total Charges

If Request is denied, the reasons for denial follow:

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

Signature of Custodian

Date

This form must be completed and presented to the Office of the Board Secretary between the hours of 8:00AM and 4:00PM, Monday – Friday when offices are normally open. Within 24 hours, a Board Official will determine appropriate fees, if applicable, to be charged for this request. Fees must be paid in advance. Requested records will be made available as soon as possible.

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 established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7)