

REQUEST FOR PUBLIC RECORDS PLAINFIELD BOARD OF EDUCATION UNION COUNTY

Requested by: _____

Address: _____

Phone/Fax: _____

Signed: _____ Date: _____

To be completed by the Custodian of Records

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

1. (view or copy) _____

2. (view or copy) _____

3. (view or copy) _____

4. (view or copy) _____

Request Approved or Denied	To be Provided by	Fee Charged

*If request is denied, the reasons for denial is as follows:

1. _____
2. _____
3. _____

\$ _____

Deposit if any \$ _____

Signature of Custodian of Records

Date

This form must be completed and presented to the Custodian of Records, the School Business Administrator between 8:00 a.m. to 4:00 p.m., Monday – Friday when offices are normally open.

A determination as to any fees charged will be made by the Custodian of Records, the School Business Administrator. 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 (7) business days after receiving the request provided that the record is currently available and not in storage or achieved.

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 fax at 609-633-6337 or by mail at P.O. Box 819, Trenton, NJ 08625. The GRC website is www.nj.gov/grc.

In accordance with New Jersey Statute and Board of Education Policy, copying fees are \$0.75 for the first 10 pages, \$0.50 for the next 10 pages and \$0.25 for each page thereafter.