

REQUEST FOR GOVERNMENT RECORD

A request for access to a government record shall be in writing and hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the Borough Clerk.

REQUESTOR NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_ HAS REQUESTED THE FOLLOWING GOVERNMENT RECORD BY:

INSPECTION \_\_\_\_\_  
EXAMINATION \_\_\_\_\_  
COPY \_\_\_\_\_  
PROVIDE A COPY \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CLERK'S STATEMENT:

WHICH RECORD WILL BE AVAILABLE \_\_\_\_\_

WHEN WILL THE RECORD BE AVAILABLE \_\_\_\_\_

FEES TO BE CHARGED \$ \_\_\_\_\_  
DEPOSIT OR PREPAYMENT DUE \$ \_\_\_\_\_

General Fees

- \$0.75 per page for the first ten (10) pages
- \$0.50 per page for pages eleven (11) through twenty (20)
- \$0.25 per page for each page over twenty (20)

The Borough Clerk may require a deposit against costs for reproducing documents sought through an anonymous requests if the reproduction of the requested information is anticipated to cost more than five dollars (\$5.00).

TIME PERIOD WITHIN WHICH THE MUNICIPAL CLERK IS REQUIRED BY P.L. 1963, C. 73 AS AMENDED AND SUPPLEMENTED TO MAKE THE RECORD AVAILABLE: \_\_\_\_\_

LIST REASONS IF A REQUEST IS DENIED IN WHOLE OR IN PART \_\_\_\_\_

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**STATEMENT OF THE REQUESTOR'S RIGHT TO CHALLENGE A DECISION BY THE PUBLIC AGENCY TO DENY ACCESS AND PROCEDURE FOR FILING AN APPEAL:**

THE REQUESTOR MAY INSTITUTE A PROCEEDING TO CHALLENGE THE CLERK'S DECISION BY FILING AN ACTION IN SUPERIOR COURT WHICH SHALL BE HEARD IN THE VICINAGE WHERE IT IS FILED BY A SUPERIOR COURT JUDGE WHO HAS BEEN DESIGNATED TO HEAR SUCH CASES BECAUSE OF THAT JUDGE'S KNOWLEDGE AND EXPERTISE IN MATTERS RELATING TO ACCESS TO GOVERNMENT RECORDS; OR IN LIEU OF FILING AN ACTION IN SUPERIOR COURT, FILE A COMPLAINT WITH THE GOVERNMENT RECORDS COUNCIL ESTABLISHED PURSUANT TO SECTION 8 OF THE P.L. \_\_\_\_\_ (NOW PENDING BEFORE THE LEGISLATURE).

THE RIGHT TO INSTITUTE ANY PROCEEDINGS UNDER THIS SECTION SHALL BE SOLELY THAT OF THE REQUESTOR. ANY SUCH PROCEEDING SHALL PROCEED IN A SUMMARY OR EXPEDITED MANNER. IF IT IS DETERMINED THAT ACCESS HAS BEEN IMPROPERLY DENIED, THE COURT OR AGENCY HEAD SHALL ORDER THAT ACCESS BE ALLOWED.

RECEIPT OF THE GOVERNMENT RECORD AND ONE COPY OF THE REQUEST IS HEREBY ACKNOWLEDGED BY THE REQUESTOR:

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

MUNICIPAL CLERK'S SIGNATURE \_\_\_\_\_

DATE FULFILLED \_\_\_\_\_

DATE DENIED \_\_\_\_\_

DEPOSIT PAID \$ \_\_\_\_\_

FEE PAID \$ \_\_\_\_\_