

Request for Public Records
South Plainfield Board of Education

Date: _____

Requested by: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

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

<i>(Circle View or Copy)</i>	Approved/ Denied*	Date to be Provided by	Fees Charged
1. (View or Copy) _____	_____	_____	_____
2. (View or Copy) _____	_____	_____	_____
3. (View or Copy) _____	_____	_____	_____
4. (View or Copy) _____	_____	_____	_____
		Total Charge	
		Deposit Received	_____

Total due upon delivery

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

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

Custodian of Records
South Plainfield Board of Education

This form must be completed and presented to the Custodian of Records between the hours of **8:30 a.m. and 4:30 p.m., Monday – Friday**, when offices are normally open. A determination of fees to be 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 (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.

Office Use Only:

Date Received: _____ Date Processed: _____

Request Forwarded To: _____ Date Forwarded: _____

Date Returned: _____