**GOVERNMENT RECORDS REQUEST FORM**

**Board of Education**

**Hamilton Township Public Schools**

**90 Park Avenue, Hamilton, NJ 08690**

**(609) 631-4100 Fax#: (609) 631-4101**

**IMPORTANT NOTICE**

Please read all information below related to your rights concerning government records. Please read it carefully.

**Requester Information – Please Print**

First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI \_\_\_\_\_\_\_\_\_\_ Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Hours Telephone: Area Code \_\_\_\_\_\_ Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Extension \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: Area Code \_\_\_\_\_\_\_\_\_\_ Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Area Code \_\_\_\_\_\_ Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Delivery: Pick Up \_\_\_\_\_\_\_\_\_\_ US Mail \_\_\_\_\_\_\_\_ on Site Inspection \_\_\_\_\_\_\_\_\_

**Check One:** Under penalty of N.J. S.A. 2C:28-3, I certify that I \_\_\_\_\_\_\_***HAVE/*** \_\_\_\_\_\_***HAVE NOT*** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Record Request Information: To expedite the request, be as specific as possible in describing the records being requested.**

Request Access to: \_\_\_\_\_\_\_\_\_ Inspect or \_\_\_\_\_\_\_\_ Receive a Copy

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

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If more space is needed, please attach a second sheet of paper.

**Payment Information:**

\_\_\_\_\_ I agree to pay for fees related to this request no greater than

$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select Payment Method:

Cash \_\_\_\_\_\_\_\_\_\_\_\_\_

Check \_\_\_\_\_\_\_\_\_\_\_\_\_

Money Order \_\_\_\_\_\_\_\_\_\_\_\_\_

Fees: Letter size copy - $0.05

Legal size copy - $0.07

Delivery: Delivery/postage fees, additional depending upon deliver type.

Extras: Extraordinary service fees dependent upon request.

**In accordance with Requesting Access to Government Records Under the New Jersey Open Public Records Act**

**(N.J.S.A. 47:1A-1 et seq.):**

1. In order to request access to government records under OPRA, you must make a written request. It may deliver in person during regular business hours, mailed, faxed to (609) 631-4101, or submitted electronically. Your request is not considered filed until the appropriate department/division that holds the original record has received a completed request from the ***Board Secretary’s Office.*** If you submit the request to any other officer or employee of the ***Board of Education***, that officer or employee does not have the authority to accept your request on behalf of the Board Secretary and your request will not be considered filed until received by the ***Board Secretary’s Office.*** The seven business day response time will not commence until the proper department/division custodian reviews that request to determine if it is complete.

2. If you submit a request for access to government records to someone other than the appropriate custodian, or attempt to make a request for access by telephone; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.

3. The fees for duplication of a government record in printed form are listed above. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payments made by check or money order should be made payable to the ***Hamilton Township Board of Education.***

4. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone numbers or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.

5. ***You may be charged a 50% or other deposit when a request for copies exceeds $25.00.*** The ***Board Secretary*** (custodian) will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.

6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, in any other state, or the United States, and who is seeking government records containing personal information pertaining to the person’s victim or the victim’s family.

7. By law, the ***Board Secretary*** must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or for reviewing your request.

8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.

9. If the ***Board of Education*** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.

10. Except as otherwise provided by law or by agreement with the requested, if the custodian of the record requested fails to respond to our within seven business days of receiving a request form, the failure to respond and the considered a denial of your request.

11. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the ***Board of Education*** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government of Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ 08625, by email at grc@dca.state.nj.us, or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law.

12. Information provided on this form may be subject to disclosure under the Open Public Records Act.