

Pequannock Township Board of Education

538 Newark-Pompton Turnpike
Second Floor
Pompton Plains, New Jersey 07444
(973) 616-6030/fax (973) 616-6041

OPEN PUBLIC RECORDS LAW

District records are available as follows:

Tuesday, Wednesday & Thursday
9 am to 3 pm

PROCESS TO REQUEST INFORMATION:

The new law requires that written forms be used to request information. Request forms are available at all school and administration offices.

Please return your request forms to the:

Superintendent if regarding educational and personnel matters, or
Business Administrator for budget and finance matters.

FEES

Effective November 9, 2010, all public agencies must charge fees set forth in Assembly Bill 559 and Senate Bill 1212, as follows:

Duplication of printed matter	\$.05 per letter size page or smaller
	\$.07 for legal size page or larger

If a government record exceeds the foregoing rates, the public agency shall be permitted to charge the actual cost of duplicating the record.

Access to electronic records and non-printed materials shall be provided free of charge, but the public agency may charge for actual costs of any needed supplies.

General Information:

A request for a copy of Public Records should be submitted on this form, which has been adopted by the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by law, regulation, Executive Order. There is no fee involved in simply inspecting a document during normal business hours. In general:

- Immediate access is ordinarily available for budgets, bills, vouchers, contracts; including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time that will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of printed records shall be:

\$.05 per letter size page or smaller

\$.07 for legal size page or larger

If a government record exceeds the foregoing rates, the public agency shall be permitted to charge the actual cost of duplicating the record.

Access to electronic records and non-printed materials shall be provided free of charge, but the public agency may charge for actual costs of any needed supplies.

A deposit of \$5.00 may be required where the requestor wishes to remain anonymous.

- The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

A person who is denied access to a government record by the Custodian of Record, at the option of the requestor, may: 1) institute a proceeding to challenge the custodian's decision by filing an action in Superior Court which shall be heard in the vicinage where it is filed; or 2) in lieu of filing an action in Superior Court, file a complaint with the Government Records Council established in the N.J. Department of Community Affairs. The right to institute any proceeding under this section shall be solely that of the requestor.

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REQUEST FOR PUBLIC RECORDS

REQUESTOR:

Name: _____

Address: _____

Telephone: _____

_____ I request a COPY of the information specified below, or
_____ I request only to INSPECT the information specified below.

_____ Minutes (specify board or entity, date, topic or other identifying
information) _____

_____ Resolution (specify date, number or other identifying information)

_____ Budget (specify fiscal year) _____

_____ Vouchers or Bills (specify date, topic or other identifying information)

_____ Contract (specify position or vendor, year(s) or other identifying
information) _____

_____ Salary or overtime information (specify position or other identifying
information) _____

_____ Other (specify) _____

Signature of Requestor _____ Date _____

PUBLIC RECORDS REQUEST RESPONSE

**A. Access is granted to the following records.
If copies were requested, they are being made available for the fees listed below:**

_____ Minutes _____
_____ Resolution _____
_____ Budget _____
_____ Vouchers or Bills _____
_____ Contract _____
_____ Salary or overtime information _____
_____ Other _____

Subtotal Fees for Copies \$ _____
Special Service Fee (if any) \$ _____
Total Fee \$ _____

B. Access to the following document(s) is denied, for the reasons listed below:

If your request has been denied in whole or in part, you have a right to appeal that Decision. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq.

Custodian of Records

Date

I hereby acknowledge that I have received the documents requested, except for any documents listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I understand that I have the right to appeal to New Jersey Superior Court or to the Government Records Council in the Department of Community Affairs.

Signature of Requestor

Date