

REQUEST FOR PUBLIC RECORDS  
OF THE SWEDSBORO-WOOLWICH BOARD OF EDUCATION  
COUNTY OF GLOUCESTER

Requested by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and/or Fax: \_\_\_\_\_

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

Date

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**To be Completed by the Custodian of Records**

<i>Request Approved or Denied</i>	<i>To Be Provided By</i>	<i>Fees Charged</i>

If Request is denied, the reasons for denial follow:

Total Charges \$ \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_  
Signature of Custodian

\_\_\_\_\_  
Date

This form must be completed and presented to the Office of the Board Secretary/Custodian of Records between the hours of 8 AM and 4:30 PM Monday-Friday when offices are normally open. Within 24 hours, a Board Official will determine appropriate fees to be charged for this request. Fees must be paid in advance. 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 Council established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7). Fee Schedule: First to tenth page 0.75 per page All pages over twenty 0.25 per page  
Eleventh page to twentieth page 0.50 per page