

WEST MILFORD TOWNSHIP LIBRARY
1470 UNION VALLEY ROAD
WEST MILFORD, NEW JERSEY 07480
TELEPHONE: 973-728-2824 FAX: 973-728-2106
REQUEST FOR ACCESS TO GOVERNMENT RECORDS

FOR LIBRARY USE ONLY

REQUEST NO: _____

DATE RECEIVED: _____ DATE OF RESPONSE: _____

NAME: _____

ADDRESS: _____

TELEPHONE {DAY}: _____

Information Requested:

Copy of Minutes [specify date, topic or other identifying information]

Other [specify] _____

The information requested will be ready on: _____

Estimated No. of Pages: _____ Estimated Cost: _____

Deposit [required where the estimated cost exceeds \$5.00]: _____

Date: _____ Applicant Signature: _____

Date: _____ Library Official: _____

A request for a copy of Public Records should be submitted on this form, which has been adopted by the Library Director as 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 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. For other responses, fees have been established by statute and that information is set forth on this form or will be included in any response to the request. There is no fee involved in inspecting a document during normal business hours. This request may be filed electronically. In general:

1. Immediate access ordinarily shall be granted to budgets, bills, vouchers, contracts, and public employee salary. Minutes of public meetings will be generally available immediately after the Library Board has approved the minutes.
2. 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 amount of time which will be required to complete the search of the records.
3. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: \$0.05 per page for letter sized pages and smaller; and \$0.07 per page for legal sized pages and larger.
4. Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs involved in providing the copy in the format requested.
5. Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Library Attorney and will be generally provided immediately after the municipal official receives the determination from the Library Attorney or a Court that the records should be provided.

The term "public records" generally includes those records determined to be public in accordance with P.L. 2001 c. 404. The term does not include employee personnel files, except when authorized by the employee, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, or any other State or the United States and is not seeking government records containing personal information pertaining to the victim or victim's family as provided by P.L. 2001, c. 404.

This completed form, when signed by the library official shall constitute a receipt for the deposit made by the applicant.

PUBLIC RECORDS REQUEST RESPONSE

TO: _____

DATE: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason(s):

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council (GRC) or to the New Jersey Superior Court as provided by P.L. 2002, c. 404. If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

Date: _____ Library Director: _____

ACKNOWLEDGEMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

Date: _____ Applicant: _____