

Request for Public Records
West Long Branch Board of Education
Monmouth County

Requested by: _____

Address: _____

Phone and/or Fax: _____

Signed: _____
Date

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

(circle)

1.(view or copy) _____

2.(view or copy) _____

3.(view or copy) _____

4.(view or copy) _____

To be Completed by the Custodian of Records

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

Pages 1-10 \$.75
 Pages 11-20 \$.50
 Page 20 etc. \$.25

\$

Total Charges

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

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Deposit if any: \$ _____

Signature of Custodian

Date

This form must be completed and presented to the Custodian of Records between the hours of **9 a.m. and 3 p.m., Monday - Friday when offices are normally open.** The Custodian of Records will make a determination as to any fees charged. 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 Council (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