

REQUEST FOR PUBLIC RECORDS

Upper Free Regional Board of Education
County of Monmouth

Requested By: _____
Address: _____
Phone &/or Fax: _____
Signed: _____ **Date:** _____

1-10	Copies \$.75/ea.
11-20	Copies \$.50/ea.
20 +	Copies \$.25/ea.

Clearly print a brief description of the record(s) requested:
 (Circle whether you want to view or a copy)

1. _____
(view or copy)
2. _____
(view or copy)
3. _____
(view or copy)
4. _____
(view or copy)

To be completed by the Custodian of Records:

Request Approved or Denied	Provided By	Fees Charged

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

1. _____
2. _____
3. _____
4. _____

TOTAL _____

Signature of Custodian **Date**

This form must be completed and presented to the Custodian of Records between the hours of 8 a.m. and 4 p.m., Monday-Friday when offices are normally open. A determination as to what, if any, fees charged will be made by the Custodian of Records. A deposit may be required upon acceptance of this request. Requested records will be made available as soon 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