



# North Hunterdon-Voorhees Regional High School District

*"Providing Success for All Students"*

1445 State Route 31, Annandale, NJ 08801

Tel: 908-735-2846 Fax: 908-735-6914

## REQUEST FOR PUBLIC RECORDS

### Requestor Information – Please print

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred delivery method:  Pick-up  U.S. Mail  View Onsite  Email

*Circle One:* Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Record Request Information:** To expedite the request, please be as specific as possible in describing the records being requested.

Would you like to **INSPECT** or receive a **COPY** of these record(s)? Please circle one.

### TO BE COMPLETED BY CUSTODIAN OF RECORDS:

Request:  Approved  Denied  Cannot be delivered in 7 business days

Reasons for Denial or why the request cannot be delivered in 7 days are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Agency Use Only:

<u>Fees Charged:</u>	<u>Tracking Info:</u>
Total Fee for Pages: _____	Request # _____
Postage Fee: _____	Rec'd Date _____
Special Charges: _____	Ready Date _____
Deposit if any: _____	Total Pages _____
Final Cost: _____	
Payment Method:	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order	
Amount Paid: _____	Date Paid: _____

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

Date: \_\_\_\_\_

**Requesting Access to Government Records under the  
New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)**

1. This form should only be used to submit records requests to the North Hunterdon-Voorhees Regional High School District Board of Education (hereinafter the "Board of Education").
2. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during regular business hours or by mail, fax or email to the custodian of records. Your request is not considered filed until the custodian of records has received a completed request form.
3. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special services charges, or other additional charges authorized by State law or regulation before processing your request. Payment shall be made in cash, or by check or money order payable to the Board of Education.
4. In case it is necessary for the custodian of records to contact you concerning your request, please provide identifying information such as your name, address, telephone number and email address on the front of this form. Please note we will not honor anonymous requests for personal information.
5. You may be charged a 50% or other deposit when a request for copies exceeds \$25. The Board of Education custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of records.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or victim's family.
7. By law, the Board of Education must notify you that it grants or denies a request for access to government records within seven business days after the custodian of records receives the request form, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If the Board of Education is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requestor, if the custodian of records fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
11. If your request for access to a government record has been denied or unfulfilled within the time permitted by law, you have a right to challenge the decision to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their website [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.

**Please return this completed request form to the School Business Administrator at North Hunterdon-Voorhees Regional High School District, 1445 Route 31, Annandale, NJ 08801.**