

TOWNSHIP OF PEMBERTON
500 Pemberton-Browns Mills Road
Pemberton, NJ 08068
Fax: (609) 894-2703
E-mail: sdashiell@pemberton-twp.com

REQUEST FOR PUBLIC RECORDS

SEE OTHER SIDE FOR INFORMATION RELATED TO YOUR RIGHTS CONCERNING GOVERNMENT RECORDS.

Name: _____
Mailing Address: _____
Email Address: _____
Daytime Telephone: _____

RECORD REQUEST INFORMATION

(To expedite the request, be as specific as possible in describing the records being requested, including date range.)

The information requested is expected to be ready on: _____
Estimated number of Pages: _____ Estimated Cost: _____
Deposit: _____ (required where the anticipated cost of reproduction exceeds \$5.00)

Municipal Official Date

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, any other state or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by N.J.S.A. 471A-1 et seq.

Applicant's Signature Date

DATE RECORDS/RESPONSE TRANSMITTED TO APPLICANT _____

RECORDS RECEIVED/PICKED UP BY APPLICANT: _____
SIGNATURE DATE

FOR MUNICIPAL USE ONLY

REQUEST COPIED TO FOLLOWING DEPTS.
FOR PROVISION OF REQUESTED RECORDS: _____

RESPONSE AND/OR RECORDS DUE BACK TO CLERK _____

TRACKING NOTES:

A request for a copy of Public Records should be submitted on this form which has been adopted by the Municipal Clerk 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 during normal business hours and 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 requests have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.
- 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 time which will be required to provide the records.
- Copy fees shall be .05 cents for each letter size copy and .07 for each legal size copy.
- Where a request for a copy is 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 upon the costs of producing the format requested.
- Where a legal determination must be made as to whether records are “public record” as provided by law, the request will be reviewed by the Municipal Attorney.
- In order to request access to government records under OPRA you must put your request in writing to include a date. Your request is not considered filed until the appropriate custodian of the record has received a completed request form. The appropriate records custodian for general municipal records is the Township Clerk. All police records requests are to be filed with the Police Chief’s Secretary.
- If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by Pemberton Township 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, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law.
- Information provided on this form may be subject to disclosure under the Open Public Records Act.

The term “public records” generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

Any questions regarding requests for Open Public Records or to check on the status of a pending records request may be directed to the Township Clerk’s Office at 609-894-3314.