

# TOWNSHIP OF PILESGROVE PUBLIC RECORDS REQUEST FORM

1180 Route 40  
Pilesgrove, NJ 08098  
PHONE: (856) 769-3222 FAX: (856) 769-5490  
E-mail: MAbdill@PilesgroveNJ.org Website: www.PilegroveNJ.org

### Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

### Requestor Information – Please Print

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Company \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Business Hours Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site Inspect \_\_\_\_\_

**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 \_\_\_\_\_

### Payment Information

Maximum Authorization Cost \$ \_\_\_\_\_

Select Payment Method

Cash \_\_\_ Check \_\_\_ Money Order \_\_\_

Fees: Pages 1-10 @\$0.75  
Pages 11-20 @\$0.50  
Pages 21 - @\$0.25

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

**Record Request Information: Please Check One Box.** To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection).

**MINUTES** [Entity, Date, Topic or Other Identifying Information]: \_\_\_\_\_

\_\_\_\_\_

**ORDINACE or RESOLUTION** [Date, Number or Other Identifying Information]: \_\_\_\_\_

\_\_\_\_\_

**OTHER** [Be Specific]: \_\_\_\_\_

\_\_\_\_\_

**PROPERTY OWNER w/in 200'** : STREET: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$0.25 per name or \$10.00.

#### AGENCY USE ONLY

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Est. Document Cost \_\_\_\_\_

Est. Delivery Cost \_\_\_\_\_

Est. Extras Cost \_\_\_\_\_

Total Est. Cost \_\_\_\_\_

Deposit Amount \_\_\_\_\_

Estimated Balance \_\_\_\_\_

Deposit Date \_\_\_\_\_

**Disposition Notes**

Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open \_\_\_\_\_

Denied - Closed \_\_\_\_\_

Filled - Closed \_\_\_\_\_

Partial - Closed \_\_\_\_\_

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
<b>Records Provided</b>			
_____		_____	
Custodian Signature		Date	

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

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 requested 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 negotiation agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after minutes have been approved.

IN GENERAL 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.

IN GENERAL except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.75 for the first ten (10) pages, \$0.50 for the next ten (10) pages and \$0.25 for each page over twenty (20).

IN GENERAL when a request is made 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 of producing the format requested.

IN GENERAL 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 Municipal Attorney.

IN GENERAL the term "public records" 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, public assistance files or other matters in which there is a right to 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, any other state or the United States and is not seeking government records containing personal information pertaining the victim or victim's family as provided by N.J.S.A. 47:1A-1 et seq.**

**This form when signed by the municipal official shall constitute a receipt for any deposit received.**