# COUNTY OF SALEM
# SALEM, NEW JERSEY 08079
## REQUEST FOR PUBLIC RECORDS
# PUBLIC RECORDS REQUEST LIST

Name: _____

Address: _____

Telephone (day)_____

Information Requested:

( ) Copy of Minutes (specify board or entity, date, topic or other identifying information)

_____

_____

( ) Copy of Ordinance or Resolution (specify date, number, or other identifying information)

_____

_____

( ) Law Enforcement Report Fee: _____

_____

( ) Other (specify) _____

_____

_____

Specific Property Address _____ Block___ Lot ___

( ) Municipal Lien Search Fee: $ 10.00
Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-1 1, ct seq.

( ) List of Property Owners within 200' Fee: _____
As provided in N.J.S.A. 40:55D- 1 2, the fee is the greater of $.25 per name or $10.00

Format requested ( ) photocopy ( ) diskette ( ) CD ( ) other _____

**Distribution of form:**
**One copy is for the applicant upon completion**
**One copy is to be kept by the issuing department**
**One copy is to be forwarded to the Salem County Custodian of Government Records**

# COUNTY OF SALEM
# SALEM, NEW JERSEY 08079
## REQUEST FOR PUBLIC RECORDS
# PUBLIC RECORDS COST ESTIMATES

A request for a copy of Public Records should be submitted on this form which has been adopted by the Custodian of Government 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. Because government records must be under supervision at all times, there is a posted fee involved if an individual inspecting documents during normal business hours exceeds five minutes. In general:

1. Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
2. 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.
3. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, $0.75 per page; eleventh page to twentieth page, $0.50 per page; all pages over twenty, $0.25 per page.
4. Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The "Special Format Fee will be based on the costs of producing the format requested. You will have an opportunity to review and object to the charge prior to it being incurred.
5. A Deposit shall be required where the anticipated cost of reproduction exceeds $5.00.
6. Where a legal determination must be made as to whether records are "public records" as provided by law, the Salem County Counsel will review the request.

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.

**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. 47:IA-1 et seq.**

The Information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit [required where the anticipated cost of reproduction exceeds $5.00] _____
This form, when signed by the County official shall constitute a receipt for any deposit received.

Applicant_____Date_____

County Official _____Date_____

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# COUNTY OF SALEM
# SALEM, NEW JERSEY 08079
## REQUEST FOR PUBLIC RECORDS
# PUBLIC RECORDS REQUEST RESPONSE

TO: (Name of Requester) _____

RECORDS RELEASED BY: _____ ON DATE: _____

**OR**

**(Complete the following if record is not released)**

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

_____

_____

Reason provided by Name: _____ Title: _____

**RIGHT OF APPEAL**

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq.

To file a complaint with the Government Records Council, telephone 1-866-850-0511, by Email at grc@dca.state.nj.us, or review the GRC website at www.nj.gov/grc for information and to register your complaint. The GRC staff may be able to help resolve your problem over the phone. If not, you can receive a complaint form through the mail or from the web site. When you file the written complaint, the GRC will offer you and the public agency non-adversarial impartial mediation. If mediation is not agreed to or fails, the GRC will investigate the complaint. The investigation may result in findings or a formal decision by the GRC, which may include a hearing by the Council. In some cases, the Council can award attorneys fees or fine a records custodian for failing to provide the records. Details of this process are available from the GRC. There is no fee to file with the GRC. The GRC mailing address is PO Box 819, Trenton, New Jersey 08625-0819

To file a complaint in Superior Court, a requester may start a summary (expedited) lawsuit in the Superior Court. A written complaint and order to show cause must be filed with the court. The court requires a $200 filing fee, and you must serve the lawsuit papers on the appropriate public officials. The court will schedule a hearing and resolve the dispute. If you disagree with the court's decision, you may appeal the decision to the Appellate Division of Superior Court. If you are successful, you may be entitled to attorney fees. You may wish to consult with an attorney to learn about initiating and pursuing a summary lawsuit in the Superior Court.

_____ _____

Date Custodian of Government Records

**ACKNOWLEDGMENT**

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, this form contains the information on the procedures for any appeal of the determination.

_____ _____

Date Applicant

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File: SC Records Request.doc version:7/9/2002