

Request for Public Records

Pemberton Township Board of Education – Burlington County

Requested by: _____

Address: _____

Phone# _____ Fax# _____ Email: _____

Signed: _____ Date _____

Clearly print a brief description of the record (s) requested: _____

If Request is denied-the reasons for denial follows: _____

To Be Completed By Custodian of Records: Request Approved ____/Denied ____

Signature of Custodian of Record – Pat Austin, School Business Administrator _____ DATE _____

**PLEASE MAKE CASHIER CHECK OR MONEY ORDER PAYABLE TO:
PEMBERTON TOWNSHIP SCHOOLS**

<u>FEES CHARGED</u>	<u>Total</u>
.05 Letter Size	Pages # _____
.07 Legal Size	\$ _____
Mailing/Research/Misc Fees	\$ _____
Total Charges	\$ _____

THIS FORM MUST BE COMPLETED AND PRESENTED TO THE OFFICE OF THE BOARD SECRETARY BETWEEN THE HOURS OF 8 AM AND 4PM, MONDAY – FRIDAY WHEN OFFICES ARE NORMALLY OPEN. WITHIN 24 HOURS, A BOARD OFFICIAL WILL DETERMINE APPROPRIATE FEES, IF APPLICABLE, TO BE CHARGED FOR THIS REQUEST. FEES MUST BE PAID IN ADVANCE. REQUESTED RECORDS WILL BE MADE AVAILABLE AS SOON AS POSSIBLE BUT NO LATER 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 ESTABLISHED PURSUANT TO SECTION 8 OF P.L. 2001, c.404(C.47:1A-7)