

REQUEST FOR PUBLIC RECORDS OF THE MOORESTOWN TOWNSHIP BOARD OF EDUCATION
COUNTY OF BURLINGTON

Requested by: _____

Date: _____

Address: _____

Signed: _____

Telephone Number and/or Fax Number: _____

Fee/Charges: Letter size pages & smaller \$.05 per page
 Legal size pages & larger \$.07 per page

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

1.(view or copy) _____

2.(view or copy) _____

3.(view or copy) _____

4.(circle) or copy) _____

*If request is denied, the reasons for denial follows:

1. _____

2. _____

3. _____

4. _____

To be Completed by the Custodian of Records

<i>Request Approved or Denied</i>	<i>To be provided by</i>	<i>Fees charged</i>
*	_____	_____
*	_____	_____
*	_____	_____
*	_____	_____
		Total Charges \$ _____
		Deposit if any \$ _____
		Balance due: \$ _____

Signature of Custodian

Date

Received on _____ **Signature** _____
 date

This form must be completed and presented to the Office of the Board Secretary between the hours of 8:00 a.m. and 4:00 p.m. – Monday through Friday when offices are normally open. A determination as to any fees charged will be made by the Custodian of Records. A deposit may be required upon acceptance of this request. Requested records will be made available as soon as possible but not later than seven (7) 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 such an action in Superior Court, file a complaint with the Government Records Council (GRC) established pursuant to Section 8 of P.L. 2001, c. 404 (C.47:1A-7) The GRC may be reached by fax at 609-633-6337 or by mail at P. O. Box 819, Trenton, NJ 08625. The GRC website is www.nj.gov/grc.