

**REQUEST FOR PUBLIC RECORDS
STAFFORD TOWNSHIP BOARD OF EDUCATION
COUNTY OF OCEAN**

Instructions: This form is to be completed and presented to the Custodian of Records, Lourdes LaGuardia, School Business Administrator/Board Secretary, 250 North Main Street, Manahawkin, NJ 08050 (during normal hours of operation: 8:30 a.m. and 3:00 p.m., Monday through Friday).

Requested by: _____

Address: _____

Phone: _____

Fax: _____

Records Requested: For each, please provide a brief description and indicate whether you wish to view or copy the record. Please attach additional sheets if necessary.

1. View/Copy: _____

Description: _____

2. View/Copy: _____

Description: _____

3. View/Copy: _____

Description: _____

4. View/Copy: _____

Description: _____

Copying Fees: Copying fees may be charged in accordance with applicable law and Board of Education Policy 8130 and as set forth below. A determination as to fees charged will be made by the Custodian of Records. A deposit may be required upon acceptance of this request.

Printed Materials

8 ½ x 11 (Letter) \$0.05 per page
8 ½ x 14 (Legal) \$0.07 per page

Electronic Materials No charge*

**Note: The Board may charge for the actual cost of any needed supplies, such as computer discs.*

The Board is permitted to charge the actual costs for duplication of records if it can be demonstrated that actual costs for duplication exceed the foregoing rates. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or other overhead expenses associated with the making the copy except as otherwise set forth herein.

Record Access Determinations:

Response to records requests will be provided on a separate written form completed by the Custodian of Records.

If access is granted and records are not in storage, archives or otherwise unavailable, requested records will be made available as soon as possible, but not later than seven days after receiving the request. If the record is in storage or archives, the requested records will be made available as promptly as possible. The Custodian of Records will contact you to discuss arrangements.

If access is denied, the Custodian of Records will explain the reasons for denial. 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 by filing a complaint with the Government Records Council (GRC) established pursuant to N.J.S.A. 47:1A-7. The GRC may be reached by fax at (609) 633-6337; by mail at P.O. Box 819, Trenton, NJ 08625; or via the web at www.nj.gov/qrc.

Date: _____

Signature: _____