

BOROUGH OF SOUTH RIVER

48 Washington Street South River, NJ 08882

Phone 732-257-1999 Fax 732-613-6105

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

FOR MUNICIPAL USE ONLY

Date Received: _____ Date of Response: _____

DIRECTIONS AND GENERAL INFORMATION

A request for access to or for a copy of government records should be submitted on this form which has been adopted by the Borough Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Other records will require time to compile and/or time 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 government record or cannot be provided within seven (7) business days, you will be provided with a response with that information within that seven (7) day period. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a government record that is readily available during normal business hours. This request may be filed electronically. 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.
- Except as otherwise provided by law or regulation, the fee assessed for photocopying a printed government record that is 8 ½ by 11 is \$0.05 per page; 8 ½ by 14 is \$0.07 per page. Additional fees may apply.
- When 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 cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "government records" as provided by law, the request will be reviewed by the Borough Attorney.

The term "government records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include, among other items, employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or inter-agency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

The Requester 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 Requester hereby certifies that he| she has not been convicted of any indictable offense under the law 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. 47:1A-1 et seq.

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

Name of Requestor: _____

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, topic or other identifying information]

_____ **Contract** [specify _____]

_____ **License Information** [specify _____]

_____ **Information on a Specific Property**

Address: _____

Block: _____

Lot: _____

_____ **Information on a Development Application**

[please provide as much information for office search as possible]

Street Address: _____

Block(s) _____

Lot(s) _____

Type of Application _____

Name of Applicant _____

_____ **Copy of Resolution/Findings of Fact**

[specify subject, date, topic or other identifying information] _____

_____ **Municipal Lien Search Fee: \$10.00** Municipal Lien Searches are provided by the designated search officer and will provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et seq.

_____ **List of Property Owners within 200 ft.**

Fee: _____

As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00

Requestor

Municipal Official

Date:

Date: