

TOWNSHIP OF MULLICA
4528 White Horse Pike * PO Box 317
Elwood, NJ 08217

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

FOR MUNICIPAL USE ONLY

Date Received: _____ Date of Response: _____

Time Received: _____

SEE INSTRUCTIONS ON THE OTHER SIDE

Name: _____

Address: _____

Telephone {Day} _____

Information Requested:

A request for access to or for a copy of Government Records should be submitted on this form, which has been adopted by the Municipal Clerk as the Custodian of 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. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.
- 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 assess for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$.50 per page; all pages over twenty, \$.25 per page; for police accident report there is an additional fee when the request is not made in person of \$5.00 for the first 3 pages and \$1.00 for each additional page, as provided by *N.J.S.A. 39:4-131*.
- 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 cost will be based on the costs of producing the format requested.

- Where a legal determination must be made as to whether records are “public records” as provided by law, the request will be reviewed by the Municipal Attorney.

The term “public records” generally includes those records determined to be public in accordance with *N.J.S.A. 471A-1*. The term does not include employee personnel and pension files, criminal investigation records, victims records, police investigation records, inter-agency or intra-agency advisory, consultative, or deliberative material, emergency or security information or procedures for buildings or facilities, administrative or technical information regarding computer hardware, software and networks which if disclosed would jeopardize computer security, information regarding labor-management negotiations including statements of strategy or negotiating position, or other matters in which there is a right of privacy or confidentiality material 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 of 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.

The information requested will be ready on _____

Estimated Number of Pages _____

Charges 1 - 10 @ .75 per page _____

 11 – 20 @ .50 per page _____

 21 or more @ .25 per page _____

Deposit _____
 [Required where estimated cost of reproduction exceeds \$20.00]

(If you are denied access to or copies of government records requested, you may challenge that decision by filing a complaint in the New Jersey Superior Court or Government Records Council)

 Applicant

 Municipal Official

Date: _____

Date: _____

OPRA #: _____