

TOWNSHIP OF WEST CALDWELL

Municipal Building
30 Clinton Street
West Caldwell, New Jersey 07006

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

FOR MUNICIPAL USE ONLY

Date Received: _____ Date of Response: _____

SEE INSTRUCTIONS ON THE OTHER SIDE

Name: _____

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, number, or other identifying information]

[_____] **Police Accident Report** Fee: _____
Identify Accident: _____

[_____] **Other** [specify] _____

[_____] **License Information** [Specify] _____

Information on a Specific Property Address _____
Block _____ Lot _____

[_____] **Municipal Lien Search** Fee: \$10.00

Municipal Lien Searches are provided by the designated search officer and will be 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'** Fee: _____

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

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 to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- 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 the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page; for a 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. 47:1A-1*. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or interagency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the Township of West Caldwell to deny access per *N.J.S.A. 47:1A-5(f)*. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the 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 or the United States and is not seeking government records containing personal information pertaining 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 _____

Estimated Cost _____

Deposit _____

[required where the anticipated cost of reproduction exceeds \$5.00]

Applicant

Municipal Official

Date: _____

Date: _____

TOWNSHIP OF WEST CALDWELL

GOVERNMENT RECORDS REQUEST RESPONSE

TO : _____

DATE : _____

The document or documents listed below and requested by you are not being provided because [_____] the document or documents are not public records as provided by law or [_____] this request is being returned to you because the custodian is unable to comply with your request for access, for the following reason:

You have a right to appeal the decision that the document or documents are not public records. As provided by N.J.S.A. 47:1A-1 et seq., at your option you may appeal either by filing a complaint in writing with the Government Records Council (GRC) or by instituting a proceeding in the Superior Court of New Jersey. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law.

Municipal Clerk

Date: _____

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

Applicant

Date: _____