

**ATLANTIC COUNTY SPECIAL SERVICES SCHOOL DISTRICT
GOVERNMENT RECORDS REQUEST FORM**

Important Notice:
The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

<hr/> First Name	<hr/> Middle Initial	<hr/> Last Name
<hr/> Company		
<hr/> Mailing Address		
<hr/> City	<hr/> State	<hr/> Zip Code
<hr/> Business Telephone		
<hr/> E-mail Address		
Preferred Delivery (check one)		
<input type="checkbox"/> Pick Up	<input type="checkbox"/> US Mail	<input type="checkbox"/> Email
<input type="checkbox"/> On Site Inspect		
Check One: Under penalty of N.J.S.A. 2C:28-3, I certify that I <input type="checkbox"/> HAVE <input type="checkbox"/> HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.		
<hr/> Signature		<hr/> Date

Payment Information

Maximum Cost Authorized by Requestor:

\$ _____

Select Payment Method

- Cash Check
 Money Order

Fee – 15 cents per page

Delivery: Delivery/postage fees additional depending on delivery type.

Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

District Use Only	District Use Only	District Use Only																
Est. Document Cost: \$ _____ Est. Delivery Cost: \$ _____ Est. Extras Cost: \$ _____ Total Est. Cost: \$ _____ Deposit Amount: \$ _____ Estimated Balance: \$ _____ Deposit Date: _____	Disposition Notes: (Custodian: if any part of request cannot be delivered in 7 business days, detail reasons here): In Progress/Open _____ Denied/Closed _____ Filled/Closed _____ Partial/Closed _____	<table style="width:100%;"> <tr> <td style="width:50%;">Tracking Information</td> <td style="width:50%;">Final Cost</td> </tr> <tr> <td>Tracking # _____</td> <td>TOTAL: \$ _____</td> </tr> <tr> <td>Date Rec'd _____</td> <td>Deposit \$ _____</td> </tr> <tr> <td>Date Ready _____</td> <td>Balance Paid \$ _____</td> </tr> <tr> <td>Total Pages _____</td> <td>Balance Due \$ _____</td> </tr> <tr> <td colspan="2" style="text-align: center;"><u>Records Provided</u></td> </tr> <tr> <td colspan="2" style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Custodian Signature</td> <td style="text-align: center;">Date</td> </tr> </table>	Tracking Information	Final Cost	Tracking # _____	TOTAL: \$ _____	Date Rec'd _____	Deposit \$ _____	Date Ready _____	Balance Paid \$ _____	Total Pages _____	Balance Due \$ _____	<u>Records Provided</u>		_____		Custodian Signature	Date
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<u>Records Provided</u>																		

Custodian Signature	Date																	

Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et. seq.)

1. This form should only be used to submit records requests to the Atlantic County Special Services School District (the "District").
2. In order to request access to government records under OPRA, you must complete all required portions of and date this request form and deliver it in person Mondays through Fridays during regular business hours, or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the District, that officer or employee may not have the authority to accept your request form on behalf of the District and your request will be directed to the appropriate division custodian. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the District's request form, or attempt to make a request for access by telephone, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
4. The fee for duplication of a government record in printed form is listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the Atlantic County Special Services School District.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
6. You may be charged a 50% or other deposit when a request for copies exceeds \$25.00. The Agency custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
8. By law, the District must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
9. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution for you.
10. If the district is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
11. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
12. 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 District to deny access. 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 P. O. Box 819, Trenton, N.J. 08625 or 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.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.