

BOROUGH OF BRADLEY BEACH
 Incorporated March 28, 1893
GOVERNMENT RECORDS REQUEST FORM

BOROUGH HALL, 701 MAIN STREET

JULIE SCHRECK
 MAYOR

732-776-2999
 Fax 732-775-1782

MARY ANN SOLINSKI
 Municipal Clerk

IMPORTANT

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

Date of Request: ___/___/20__

REQUESTOR INFORMATION – PLEASE PRINT

Payment Information

First Name _____ MI _____ Last Name _____ Company _____ Mailing Address _____ City _____ State _____ Zip _____ E-Mail _____ Business Telephone : Area Code _____ Number _____ Ext. _____ Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____ Circle One: Under penalty of N.J.S.A.2C:28-3, I certify that I HAVE/I HAVE NOT been convicted of any Indictable offense under the laws of New Jersey, any other state, or the United States. Signature _____ Date: _____	Maximum Authorization Cost \$ _____ Select Payment Method Cash ___ Check ___ MO ___ Fees: Pages 1-10 @ \$0.75 Pages 11-20 @ \$0.50 Pages 21 + @ \$0.25 Audio Tape \$5.00 Audio CD \$5.00 Delivery: Delivery/postage fees additional depending upon delivery type Extras: Extraordinary service fees dependent upon request
--	--

Daytime Phone: _____

Information Requested:

_____ **Copy of ordinance, resolution or minutes** (specify date, number, topic, or other information.)

_____ **Copy of information relating to a specific property**

Block _____, Lot _____, Address _____

Specify type of information requested such as assessing, tax, code, or construction

_____ **Specialty document**

Master Plan (\$30.00), _____ Zoning Book (\$15.00), _____
 Property owners list (\$10.00), _____ Tax Map (\$.75 per page), _____

_____ **Other (Specify)**

Vital Statistics (Birth, Death, Marriage or Civil Union Certificate)
Specify information relating to request on separate form provided by Registrar.

This form should only be used to submit records requests to the Borough of Bradley Beach.

1. Complete and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of the record request. 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 office or employee of the Borough of Bradley Beach, that officer or employee may not have the authority to accept your request form on behalf of the Borough of Bradley Beach 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.
2. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the Borough of Bradley Beach request form, or attempt to make a request for access by telephone or fax; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of a government record in printed form are list 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 check or money order payable to the Borough of Bradley Beach.
4. 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 request are permitted; except that anonymous requests for personal information are not honored.
5. You may be charged a 50% or other deposit when a request for copies exceeds \$25. The department 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.
6. 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.
7. By law, the Borough of Bradley Beach must notify you that it grants or denies a request for access to government records within seven business days after the custodian of 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.
8. You may be denied access to government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If the Borough of Bradley Beach is unable to comply with your request for access to a government records, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.

10. Except as otherwise provide by law or by agreement with the requestor, if the custodian of the record requested fails to respond to you in violation of #8; above, within seven business days of receiving a request.
11. If you 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 Borough of Bradley Beach 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, NJ 08625, by e-mail at GRC@dca.state.nj.us or at their web site at www.nj.gov/grc. The Council can also answer other questions about the law.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.

A request for access to or for a copy of Government Records should be 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 copies requested, but will normally be available during normal business hours and within seven business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven business days, you will be provided with a response with that information within the seven business days. Some records requested have specific fees 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. 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 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, \$.75 per page; eleventh page to twentieth page, \$.50 per page, all over pages over twenty, \$.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 inter-agency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

By signing in either area below, 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.

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.

Applicant

Municipal Official

Date: _____

Date: _____

Records were picked up on the following date: _____

Records were unavailable for the following reason: _____

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

<p>Est. Document Cost _____</p> <p>Est. Delivery Cost _____</p> <p>Est. Extra Cost _____</p> <p>Total Est. Cost _____</p> <p>Deposit Amount _____</p> <p>Estimated Balance _____</p> <p>Deposit Date _____</p>	<p style="text-align: center;">Disposition Notes</p> <p style="text-align: center;">Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.</p> <p>In Progress – Open _____</p> <p>Denied - Closed _____</p> <p>Filled - Closed _____</p> <p>Partial - Closed _____</p>	<table border="0" 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>Rec'd Date _____</td> <td>Deposit _____</td> </tr> <tr> <td>Ready Date _____</td> <td>Balance Due _____</td> </tr> <tr> <td>Total Pages _____</td> <td>Balance Paid _____</td> </tr> <tr> <td colspan="2" style="text-align: center;">Records Provided</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Custodian Signature</td> <td>Date</td> </tr> </table>	Tracking Information	Final Cost	Tracking # _____	Total _____	Rec'd Date _____	Deposit _____	Ready Date _____	Balance Due _____	Total Pages _____	Balance Paid _____	Records Provided		_____	_____	Custodian Signature	Date
Tracking Information	Final Cost																	
Tracking # _____	Total _____																	
Rec'd Date _____	Deposit _____																	
Ready Date _____	Balance Due _____																	
Total Pages _____	Balance Paid _____																	
Records Provided																		
_____	_____																	
Custodian Signature	Date																	