

**Request for Public Records
Upper Township Board of Education
County of Cape May**

Requested by: _____
 Address: _____
 Phone and/or Fax: _____

Signed: _____ Date _____

Clearly print a brief description of the record (s) requested:
 (circle)

- 1. (view or copy) _____
- 2. (view or copy) _____
- 3. (view or copy) _____
- 4. (view or copy) _____

*If Request is denied, the reasons for denial follow:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

To be Completed by the Custodian of Records

Request Approved or Denied	To Be Provided By	Fees Charged
*		
*		
*		
*		

Total Charges \$ _____
 Deposit if any: \$ _____

Signature of Custodian _____ Date _____

This form must be completed and presented to the Custodian of Records Monday through Friday during regular office hours. The Custodian of Records will make a determination as to any fees charged. A deposit may be required upon acceptance of this request. Requested records will be made available as soon as possible. But not later than seven business days after receiving the request provided that the record is currently available and not in storage or archived.

A person making a request of public records who is denied such access, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council (GRC) established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7). The GRC may be reached by fax at 609-633-6337 or by mail at P.O. Box 819 Trenton, NJ 08625. The GRC Website is: www.nj.gov/grc