

State of New Jersey
INTERLAKEN BOARD OF EDUCATION
OPEN PUBLIC RECORDS ACT REQUEST FORM

Interlaken Board Office:
 Shore Regional High School
 132 State Route 36
 West Long Branch, NJ 07712
 Tel: (732) 222-9300
 Fax: (732) 222-8849

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Dennis W. Kotch
Business Administrator / Board Secretary

Interlaken Board of Education



Borough of Interlaken,
New Jersey

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

First Name _____ MI _____ Last Name _____

E-Mail Address _____

Mailing Address _____

City _____ State _____ Zip _____

Business Hours Telephone: _____ Fax #: _____

Preferred Delivery: Pick Up _____ US Mail _____ On Site _____
 Inspect _____ Fax _____ E-mail _____

Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash _____ Check _____ Money Order _____

Fees: 8 ½ x 11 pages @\$0.05
 8 ½ x 14 pages @\$0.07

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

Extras: Extraordinary service fees dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

The custodian may require a deposit against costs for reproducing documents sought whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce. Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

AGENCY USE ONLY

Est. Document Cost _____

Est. Delivery Cost _____

Est. Extras Cost _____

Total Est. Cost _____

Deposit Amount _____

Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____

Denied - Closed _____

Filled - Closed _____

Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking # _____	Total _____	Deposit _____	Balance Due _____
Rec'd Date _____	Ready Date _____	Balance Paid _____	
Total Pages _____			
Records Provided			
_____		_____	
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 **Interlaken Board of Education**.
2. Pursuant to N.J.S.A. 47:1A-7(f) (1) (and Paff vs. City of East Orange Docket No. A-4280-07T2) In order to request access to government records under OPRA, a request shall be in writing. You must complete all the required portions of and date this request form and deliver it between the hours of 8:00 am and 10:00 am eastern standard time, Monday through Friday, to the Interlaken Board Office as noted in the upper left corner of the request form, either in person, by U.S. mail, fax or e-mail. Completed Board of Education records request forms will not be accepted by the Borough of Interlaken.
3. Pursuant to Renna vs. County of Union, Docket No. A-0821-07T2, you may use your own written request form, however, it must be made in a cogent and clear manner, and the nature of the request and other information required must be pursuant to N.J.S.A. 47:1A-5(f). Thus the custodian of records must have before it sufficient information to make the threshold determination as to the nature of the request and whether it falls within the scope of the Open Public Records Act. The Board of Education's official form is recommended for use, but certainly not required as long as the written request is pursuant to the Open Public Records Act.
4. 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 **Board of Education**, that officer or employee may not have the authority to accept your request form on behalf of the **Board of Education** 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.
5. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the **Board of Education** 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.
6. The fees for duplication of a government record in printed form are 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 check or money order payable to the **Interlaken Board of Education**.
7. 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.
8. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The **Board of Education** 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.
9. 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.
10. By law, the **Board of Education** 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.
11. 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 with you.
12. If the **Board of Education** 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.
13. 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.
14. 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 **Board of Education** 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 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.
15. Information provided on this form may be subject to disclosure under the Open Public Records Act.