

**REQUEST FOR PUBLIC RECORDS**  
**NORTH BRUNSWICK BOARD OF EDUCATION, Business Administrator's Office, P.O. Box 6016, North Brunswick, NJ 08902**  
**MIDDLESEX COUNTY**

Requested by: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone and/or Fax: \_\_\_\_\_  
 Signed: \_\_\_\_\_

<b><i>COPYING FEES</i></b>	
<b>Letter sized pages and smaller:</b>	<b>\$0.05</b>
<b>Legal sized pages and larger:</b>	<b>\$0.07</b>
<b>Records sent by email or fax:</b>	<b>Free of Charge</b>
<b>Records in another medium (i.e. computer disc, CD-ROM, DVD):</b>	<b>Actual Cost</b>

*Date*

To be completed by the Custodian of Records

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) \_\_\_\_\_

Request <i>Approved or Disapproved</i>	<i>To Be Provided By</i>	Fees Charged
*		
*		
*		
*		

\$ \_\_\_\_\_  
**Total Charge**

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Deposit if any: \$ \_\_\_\_\_

\_\_\_\_\_  
**Signature of Custodian                      Date**

This form must be completed and presented to the Custodian of Records between the hours of 8:30 AM and 4:30 PM, Monday – Friday when offices are normally open. A determination as to any fees charged will be made by the Custodian of Records. 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](http://www.nj.gov/grc)

**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: \_\_\_\_\_