

Request for Public Records of the Lavallette Board of Education, Ocean County

Requested by: _____

Address: _____

Phone and/or Fax: _____

Signed: _____

Date: _____

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

	Brief Description of record requested	View or Copy (circle one)	Custodian Use Only	
			Approved or Denied (Explain denials below)	Fees charged
1.		View Copy	Approved Denied	
2.		View Copy	Approved Denied	
3.		View Copy	Approved Denied	
4.		View Copy	Approved Denied	

Total fees: _____

Deposit: _____

Balance due: _____

Explanation of denials, 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 3:30 PM, Monday through Friday when offices are normally open (summer hours 8:30 AM -1:00 PM). 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 phone at 609-292-6830 or by mail at PO Box 819, Trenton, NJ 08625. The GRC website is : www.nj.gov/grc.

Statutory page per copy charge:

\$.75 for 1-10, \$.50 for 11-20, \$.25 21+ Note: In special circumstances additional fees may be charged. Requester will be notified in advance.