

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

Payment Information

First Name _____ MI _____ Last Name _____
 Company _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Phone Number _____ Email _____
 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/HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature _____ Date _____

Maximum Cost: \$ _____
 Select Payment Method
 Check _____
 Money Order _____
 Payable to
Ridgewood Public Schools

Fees: Letter size paper \$.05 per page
 Legal size paper \$.07 per page

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

Extras: Extraordinary service fees dependent upon request

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

1. _____
 Please circle: **View** or **Copy**
2. _____
 Please circle: **View** or **Copy**
3. _____
 Please circle: **View** or **Copy**
4. _____
 Please circle: **View** or **Copy**

Request Approved or Denied	To Be Provided By	Fees Charged

BOARD USE ONLY

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If request is denied, the reasons for denial are as follows:

1. _____
2. _____
3. _____

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

1. _____
2. _____
3. _____

Payment made by Check or Money Order payable to Ridgewood Public Schools

Date Received _____ **Total Cost:** _____

Date Ready _____ **Deposit:** _____

Total # of Pages _____ **Balance Due:** _____

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 **Ridgewood Public Schools**.
2. Complete and date this request form and deliver it in person during regular business hours of 8:00 am. – 4:00 p.m. or by mail, fax or electronically to the Custodian of Records. Your request is not considered filed until the Custodian of Records has received a completed request form. If you submit the request form to any other officer or employee of the **Ridgewood Public Schools**, that officer or employee may not have the authority to accept your request form on behalf of the Ridgewood Public Schools and your request will be directed to the appropriate person. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the **Ridgewood Public Schools** 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.
4. 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 authorize by State law or regulation before processing your request. Payment shall be made by check or money order payable to the Ridgewood Public Schools.
5. 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.
6. You may be charged a 50% or other deposit when a request for copies exceeds **\$25**. The Custodian of Records 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.
7. Under OPRA, a custodian may 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.
8. By law, the **Ridgewood Public Schools** must notify you that it grants or denies a request for access to government records within seven business days after the Custodian of Records 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.
9. You may be denied access to a government record if your request would substantially disrupt agency operations and the Custodian of Records is unable to reach a reasonable solution with you.
10. If the **Ridgewood Public Schools** 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.
11. Except as otherwise provided by law or by agreement with the requester, if the Custodian of Records 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.
12. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have the right to challenge the decision by the **Ridgewood Public Schools** 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 email 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.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.