

BOONTON BOARD OF EDUCATION
Request for Public Records
Procedure

Persons making a Request for Public Records shall complete the Request for Public Records form available in the District Business Office.

The completed form shall be presented to the appropriate Custodian of School Records:

For Personnel and/or Student Records:	Superintendent of Schools
For all other School District Records:	School Business Administrator

Requests shall be presented to the Custodian of School Records between the hours of 8:00 am and 4:00 pm, Monday through Friday, when the offices are normally open. A copy of the approved School District Calendar is posted along with this procedure. Please note that the Boonton School District does close its offices at 3:00 pm from the last day of school in June through the last day of August.

Within 24 hours of the filing of the request, the Custodian shall determine appropriate fees, if applicable, to be charged for the request.

Immediate access shall be granted to budgets, bills, vouchers, contracts, and public salary and overtime information. All other records shall be provided within seven (7) business days of the request. If the requested record is in storage or archived, the Custodian shall advise the requestor when the record will be available.

If any request is denied, the requestor may file a suit in Superior Court or may file a complaint with the Government Records Council established pursuant to Section 8, P.L. 2001, c. 404 (C.47:1A et seq). Please see specific instructions posted along with this notice.