

BOONTON BOARD OF EDUCATION
Request for Public Records

Requested by: _____ Date/Time of Request: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ SIGNATURE: _____

Clearly PRINT a brief description of record(s) requested:

	Request Approved	Request Denied *	Date to Be Provided	Fee	Total

* If Request is Denied, the reasons for denial are as follows:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

SIGNATURE OF CUSTODIAN: _____ DATE: _____

This form must be completed and presented to the Custodian of School Records* between the hours of 8 am and 4 pm (3 pm summer), Monday through Friday, when the offices are normally open. Within 24 hours, the Custodian shall determine appropriate fees, if applicable, to be charged for the request. Fees must be paid in advance. Requested records will be made available as soon as possible but not later than 7 business days after receiving the request provided the record is currently available and not in storage or archived.

* For Personnel/Student records--Superintendent For all other records--Business Administrator/Board Secretary

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 established pursuant to Section 8, P.L.2001, c.404 (C.47:1A-7).