

**CALIFON BOARD OF EDUCATION  
REQUEST FOR PUBLIC RECORDS  
CALIFON, NJ 07830**

Requested by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and/or Fax: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by Custodian of Records:

Request	To be	Fees
Approved or Denied:	Provided By:	Charged:

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

- (Circle Choice)
1. (view or copy) \_\_\_\_\_ \* \_\_\_\_\_
  2. (view or copy) \_\_\_\_\_ \* \_\_\_\_\_
  3. (view or copy) \_\_\_\_\_ \* \_\_\_\_\_

Total Charges: \_\_\_\_\_  
Deposit, if any: \_\_\_\_\_

\_\_\_\_\_  
Susan Schaffner  
Custodian of Records  
DATE

\*If request is denied, the reason(s) for denial follows:

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

This form must be completed and presented to the Custodian of Records between the hours of 9:00 a.m. and 4:00 p.m. Monday-Friday when offices are normally open. The fees for photocopies are on the reverse side. Payment is to be made by cash or certified money order. No personal checks are accepted. 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 record 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 609-633-6337 or by mail at P.O. Box 819, Trenton, NJ 08625. The GRC Website is: [www.nj.gov/grc](http://www.nj.gov/grc).

7/08/02