



OPEN PUBLIC RECORDS ACT REQUEST FORM



21 West Church Street, Milltown, NJ 08850
PH: 732-214-2365 FAX: 732-828-0501
Mrs. Norma Tursi - Custodian of Records
ntursi@milltownps.org

Requestor Information - Please Print

Form fields for Requestor Information: First Name, MI, Last Name, E-mail Address, Mailing Address, City, State, Zip, Telephone, FAX, Preferred Delivery (Pick Up, US Mail, On-Site Inspect, Fax, E-mail), Signature, Date.

If you are requesting records containing personal information, please 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.

Payment Information

Payment Information fields: Maximum Authorization Cost, Select Payment Method (Cash, Check, Money Order), Fees (Letter size pages, Legal size pages, Other materials), Delivery (Delivery/postage fees), Extras (Special service charge).

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Large empty box for Record Request Information.

AGENCY USE ONLY

Agency Use Only - Cost fields: Est. Document Cost, Est. Delivery Cost, Est. Extras Cost, Total Est. Cost, Deposit Amount, Estimated Balance, Deposit Date.

AGENCY USE ONLY

Agency Use Only - Disposition Notes: Custodian: If any part of request cannot be delivered in seven business days, detail reasons here. In Progress - Open, Denied - Closed, Filled - Closed, Partial - Closed.

AGENCY USE ONLY

Agency Use Only - Tracking Information and Final Cost: Tracking #, Rec'd Date, Ready Date, Total Pages, Total, Deposit, Balance Due, Balance Paid, Records Provided, Custodian Signature, Date.