

Request for Public Record Form
PAULSBORO BOARD OF EDUCATION
PAULSBORO, NJ

+Requested by: _____

+Address: _____

+Phone: _____ **Fax:** _____

Email: _____

(+Required Fields)

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

1. _____
2. _____
3. _____
4. _____
5. _____

Request Approved or Denied	To Be Provided by	Fees Charged	
*			
*			
*			
*			
*			\$

Total Charges

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

1. _____
2. _____
3. _____
4. _____
5. _____

 Custodian of Records Date

***Please Note**, this form must be completed and presented to the Office of the Board Secretary between the hours of 8:30 a.m. and 3:30 p.m. Monday - Friday when offices are normally open. Within 24 hours, a Board Official will determine appropriate fees, if applicable, to be charged for this request. Fee must be paid in advance. Requested records will be made available as soon as possible but no later than 7 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 Board Official's decision by filling an action in Superior Court; or in lieu of filling an action in Superior Court, file a complaint with the Government Records Council established pursuant to Section 8 of P.L. 2001, c.404 (C.47:A-7)

Fee charges are as follows:
 1-10 pages: \$0.75/page ~ 11-20 pages: \$0.50/page ~ 20+ pages: \$0.25/page

***Business Office Use Only:** **Request No.** _____ - _____