

**REQUEST FOR PUBLIC RECORDS
OF THE PLUMSTED TOWNSHIP BOARD OF EDUCATION
COUNTY OF OCEAN COUNTY**

Requested by: _____

Address: _____

Phone and/or Fax: _____

Signed: _____

Date

To be completed by the Custodian of Records

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

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

Request Approved Or Denied	To be Provided by	Fees Charged

*If request if denied, the reasons for denial follow:

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

Signature of Custodian Date

This form must be completed and presented to the Office of the Board Secretary during normal business hours Monday – Friday. Fees must be paid in advance. 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 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 of P.L. 2001, c.404 (C.47:1A-7)

**Letter size.....\$0.05 per page
Legal size.....\$0.07 per page**