

State of New Jersey  
**HARDYSTON TOWNSHIP**  
**GOVERNMENT RECORDS REQUEST FORM**

**Important Notice**

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

**Requestor Information – Please Print**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
 Business Hours Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_  
 Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site Inspect \_\_\_\_\_  
**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.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information**

Maximum Authorization Cost \$ \_\_\_\_\_  
 Select Payment Method  
 Cash \_\_\_ Check \_\_\_ Money Order \_\_\_  
 Fees: All paper copies @\$0.05 per 8 ½ x 11 page ;\$0.07 per 8 ½ x 14 page;  
 Compact Disc @\$0.40 per CD  
 Other: Custodian will advise  
 Delivery: Delivery / postage fees additional depending upon delivery type.  
 Extras: Extraordinary service fees dependent upon request.

**Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

**AGENCY USE ONLY**

Est. Document Cost \_\_\_\_\_  
 Est. Delivery Cost \_\_\_\_\_  
 Est. Extras Cost \_\_\_\_\_  
 Total Est. Cost \_\_\_\_\_  
 Deposit Amount \_\_\_\_\_  
 Estimated Balance \_\_\_\_\_  
 Deposit Date \_\_\_\_\_

**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**

Tracking Information		Final Cost	
Tracking # _____	Total _____	Deposit _____	Balance Due _____
Rec'd Date _____	Ready Date _____	Balance Paid _____	
Total Pages _____	<b>Records Provided</b>		
Custodian Signature _____		Date _____	

## Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. In order to request access to government records under OPRA, you must complete and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the **Township Clerk**, who is the **Custodian of Records** for the **Township of Hardyston**.
2. If you submit a request for access to government records to someone other than the **Township Clerk**, the **Custodian of Records** for the **Township of Hardyston**, or if you do not complete the **Township of Hardyston** request form, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. Requestors may view records at no cost in the **Township of Hardyston** Clerk's office during normal business hours. The fee for copying a government record on 8x10 is 5 cents or 11x14 paper is 7 cents. The fee for a compact disc is 40 cents. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the **Township of Hardyston**.
4. Anonymous requests are permitted. Anonymous requests for personal information are not honored. Anonymous requests, when permitted, require a deposit of 100% of estimated fees.
5. You may be charged a deposit when a request for copies exceeds \$25. The **Township of Hardyston Custodian of Records** will advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in any state and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
7. By law, the **Township of Hardyston Custodian of Records** must notify you that it grants or denies a request for access to government records within seven business days after the **Custodian of Records** receives the request. If the record requested is not currently available or is in storage, the **Township of Hardyston Custodian of Records** will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and if you and the **Township of Hardyston Custodian of Records** are unable to reach a mutually agreeable reasonable solution.
9. If the **Township of Hardyston** is unable to comply with your request for access to a government record, the **Custodian of Records** will indicate the reasons for denial on the request form and provide you with a signed and dated copy within seven business days of the date of your request.
10. Except as otherwise provided by law or by agreement with the requester, if the **Township of Hardyston Custodian of Records** fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
11. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to file a complaint. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc).
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.