

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

AGENCY USE ONLY

AGENCY USE ONLY

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

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 _____

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
_____		_____	
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, or at their web site at www.state.nj.us/grc.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.