



TOWNSHIP OF MONTCLAIR

GOVERNMENT RECORDS REQUEST FORM

IMPORTANT NOTICE

The reverse side of this form contains important information related to your rights to request government records.

Requestor Information

Form with sections: Please Print (First Name, MI, Last Name, Company, Mailing Address, City, State, Zip, E-Mail, Bus. Hours Tele., Preferred Delivery) and Payment Information (Maximum Authorized Cost, Select Payment Method, Fees, Delivery, Extras). Includes a disclaimer box and a signature line.

RECORD REQUEST INFORMATION TO: DEPARTMENT

COMPLETED

To Expedite Your Request Be as Specific as Possible

Large empty rectangular box for providing specific department information.

Form with multiple checkboxes for record types: Copy of Minutes, Copy of Ordinance/Resolution, Tape Recordings, License Information, Police Accident Report, Other, Real Property Tax Information, Real Benefit Assess. Info., Tax Title Lien Info., Duplicate Real Property Tax Bill, Duplicate Tax Sale Certificate, Municipal Tax Search Certificate, Property Assessment Info., List of Property Owners within 200', Water Rent Charges & Information, Water Lien Information.

PUBLIC ACCESS TO GOVERNMENT RECORDS

A request for access to or for a copy of Government Records should be submitted on this form, which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. State Law requires that in order to request access to government records, you must complete, sign and date this request form and deliver it in person during normal business hours, or send it by mail to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record has received the request form. **Telephone requests will not be accepted.**

- The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payments shall be made by cash, check or money order payable to the **Township of Montclair.**
- Immediate access is ordinarily available for budgets, bills, vouchers, and contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.
- Where there is a request for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.
- 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 challenge the decision by the Township Record Custodian to deny access. 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) located in the Department of Community Affairs. You may contact the (GRC) by telephone at (800) 555-5555.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or inter-agency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

OFFICE USE ONLY		OFFICE USE ONLY	
<p style="text-align: center;">Disposition Notes</p> <p>Custodian, if any part of request cannot be delivered in 7 days, detail reasons here.</p> <p>In Progress - Open _____</p> <p>Denied - Closed _____</p> <p>Filled - Closed _____</p> <p>Partial - Closed _____</p>	<p>Tracking # _____</p> <p>Rec'd. Date _____</p> <p>Ready Date _____</p> <p>Total Pages _____</p> <p style="text-align: center;">Documents Provided</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">Finalized Cost</p> <p>Total _____</p> <p>Deposit _____</p> <p>Balance Due _____</p> <p>Balance Paid _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Custodian Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>	