

**State of New Jersey
Milford Board of Education GOVERNMENT
RECORDS REQUEST FORM**

7 Hillside Ave
Milford, NJ 08848
Attn: Michele McCann, School Business Administrator/Board Secretary
Telephone 908-996-2941x516 * Facsimile 908-996-0075
milfordsba@milfordpublicschool.com

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 _____	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 _____			
<p>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.</p>			
Signature _____		Date _____	

Payment Information

Maximum Authorization Cost \$ _____		
Select Payment Method		
Cash	Check	Money Order
Fees:	Letter size & smaller per page	@\$0.05
	Legal size & larger per page	@\$0.07
	Records sent electronically (via fax/email)	NO CHARGE
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, and if data response, electronic or paper.

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

10. If the **Milford Board of Education** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
11. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested 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.
12. 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 **Milford Board of Education** 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). 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 atgrc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.