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**PUBLIC ACCESS TO GOVERNMENT RECORDS**

1. 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, by mail or electronically during regular business hours to the appropriate custodian of the record requested. The Township of Maplewood will not accept submission of a request form by fax. Your request is not considered filed until the request form has been received by the appropriate custodian of the record requested. If you submit the request form to any other officer or employee of the Township of Maplewood, that officer or employee does not have the authority to accept your request form on behalf of the Township of Maplewood, and you will be directed to the appropriate division custodian.
2. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the Government Records Request Form, or attempt to make a request for access by telephone or fax, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. 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 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 Maplewood.
4. Request with estimated fees exceeding \$25.00 must be accompanied by a 50% deposit. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance upon delivery of the records.
5. By State Law, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other State, of the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
6. By Law, the Township of Maplewood must notify you that it grants or denies a request for access to government records within (7) business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage or archived. If the record requested is not currently available or is in storage or archived, the custodian will advise you within (7) business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for granting or denying your request or making records available.
7. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
8. If the Township of Maplewood 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.
9. Except as otherwise provided by law or by agreement with the requestor, if the custodian of the record requested fails to respond to you within (7) business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.
10. 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 of Maplewood 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.
11. Information provided on this form may be subject to disclosure under the Open Public Records Act.

**FOR OFFICE USE ONLY**

Department	Email Address	Street Address	Floor	City	Zip	Telephone

