

**Request for Public Records**  
**Township of Ocean Board of Education**  
**MONMOUTH COUNTY**

**Requested by:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone and/or Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

*Date*

**Clearly print a brief description of the record (s) requested:**  
 (circle)

1.(view or copy) \_\_\_\_\_

2.(view or copy) \_\_\_\_\_

3.(view or copy) \_\_\_\_\_

4.(view or copy) \_\_\_\_\_

**To be Completed by the Custodian of Records**

Request <i>Approved or Denied</i>	<i>To Be Provided By</i>	<i>Fees Charged</i>
*		
*		
*		
*		

\$ \_\_\_\_\_

\*If Request is denied, the reasons for denial follow:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

Deposit if any: \$ \_\_\_\_\_

**Total Charges**

\_\_\_\_\_  
**Signature of Custodian**

\_\_\_\_\_  
**Date**

This form must be completed and can be hand-delivered, mailed, faxed or transmitted electronically to the Custodian of Records (Phone:732-531-5600 est.3100/Fax:732-531-3874) between the hours of 8:30 a.m. and 3:00 p.m., Monday – Friday when offices are normally open. A determination as to any fees charged will be made by the Custodian of Records. Requested records will be made available as soon as possible but not later than seven business days after receiving the request provided that the record is currently available and not in storage of archived.

**FEES: Except as otherwise provided by law or regulations, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$0.05 per letter size page or smaller, and \$0.07 per legal size page or larger.**

A person making a request of public records who is denied such access, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council (GRC) established pursuant to Section 8 of P.L. 2001, c.404 (C47:1A-7) The GRC may be reached by fax at 609-633-6337 or by mail at P.O. Box 819, Trenton, NJ 08625. The GRC Website is: [www.nj.gov/grc](http://www.nj.gov/grc).