

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 Approved or Denied	To Be Provided By	Fees Charged
*		
*		
*		
*		

\$ _____

*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.