

Request for Public Records

of the Lakehurst Borough Board of Education

County of Ocean

Requested by: _____

Address: _____

Phone and/or Fax: _____

Signed: _____

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

1. _____
2. _____
3. _____
4. _____

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

1. _____
2. _____
3. _____
4. _____

To be Completed by the Custodian of Records			
Request Approved or Denied	To Be Provided By	Fees Charged	
*			
*			
*			
*			\$
			Total Charges

Signature of Custodian

Date

This form must be completed and presented to the Office of The Board Secretary between the hours of 8 a.m. and 4 p.m., Monday - Friday when offices are normally open. Within 24 hours, a Board Official will determine appropriate fees, if applicable, to be charged for this request. Fees must be paid in advance. 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 or archived.

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 established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7)