



**BOROUGH OF RED BANK**  
**OPEN PUBLIC RECORDS ACT REQUEST FORM**  
90 Monmouth Street Red Bank, NJ 07701  
PH: 732-530-2740 FAX: 732-530-2757  
pborghi@redbanknj.org  
Pamela Borghi, Municipal Clerk



**Important Notice**

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

**Requestor Information – Please Print**

|                                                                                                                                                                                                                                                                                                  |                                             |         |                 |                     |                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------|-----------------|---------------------|--------------------------------------------|
| First Name                                                                                                                                                                                                                                                                                       | <u>Payton</u>                               | MI      | <u>M</u>        | Last Name           | <u>Guion</u>                               |
| E-mail Address                                                                                                                                                                                                                                                                                   | <u>pguion@app.com</u>                       |         |                 |                     |                                            |
| Mailing Address                                                                                                                                                                                                                                                                                  | <u>3680 Hwy 66</u>                          |         |                 |                     |                                            |
| City                                                                                                                                                                                                                                                                                             | <u>Neptune</u>                              | State   | <u>NJ</u>       | Zip                 | <u>07753</u>                               |
| Telephone                                                                                                                                                                                                                                                                                        | <u>732-643-4245</u>                         |         | FAX             | <u>732-643-4013</u> |                                            |
| Preferred Delivery:                                                                                                                                                                                                                                                                              | Pick Up <input checked="" type="checkbox"/> | US Mail | On-Site Inspect | Fax                 | E-mail <input checked="" type="checkbox"/> |
| <small>If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I <u>HAVE</u> / <u>HAVE NOT</u> been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.</small> |                                             |         |                 |                     |                                            |
| Signature                                                                                                                                                                                                                                                                                        | <u>Payton Guion</u>                         |         |                 | Date                | <u>1/9/17</u>                              |

**Payment Information**

|                                       |                                                                                                                                       |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Maximum Authorization Cost \$         |                                                                                                                                       |
| Select Payment Method                 |                                                                                                                                       |
| <input checked="" type="radio"/> Cash | <input type="radio"/> Check <input type="radio"/> Money Order                                                                         |
| Fees:                                 | Letter size pages - \$0.05 per page<br>Legal size pages - \$0.07 per page<br>Other materials (CD, DVD, etc) – actual cost of material |
| Delivery:                             | Delivery / postage fees additional depending upon delivery type.                                                                      |
| Extras:                               | Special service charge dependent upon request.                                                                                        |

**Record Request Information:** Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

I am seeking all emails between Mayor Pasquale Menna, Borough Council members and prospective developers regarding the redevelopment plan for the White Street parking lot sent in the last six weeks.

Thank you.

**AGENCY USE ONLY**

|                    |       |
|--------------------|-------|
| Est. Document Cost | _____ |
| Est. Delivery Cost | _____ |
| Est. Extras Cost   | _____ |
| Total Est. Cost    | _____ |
| Deposit Amount     | _____ |
| Estimated Balance  | _____ |
| Deposit Date       | _____ |

**AGENCY USE ONLY**

|                                                                                                    |                |
|----------------------------------------------------------------------------------------------------|----------------|
| <b>Disposition Notes</b>                                                                           |                |
| Custodian: If any part of request cannot be delivered in seven business days, detail reasons here. |                |
| In Progress                                                                                        | - Open _____   |
| Denied                                                                                             | - Closed _____ |
| Filled                                                                                             | - Closed _____ |
| Partial                                                                                            | - Closed _____ |

**AGENCY USE ONLY**

|                             |       |                   |       |
|-----------------------------|-------|-------------------|-------|
| <b>Tracking Information</b> |       | <b>Final Cost</b> |       |
| Tracking #                  | _____ | Total             | _____ |
| Rec'd Date                  | _____ | Deposit           | _____ |
| Ready Date                  | _____ | Balance Due       | _____ |
| Total Pages                 | _____ | Balance Paid      | _____ |
| Records Provided            |       |                   |       |
| Custodian Signature _____   |       | Date _____        |       |