



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
 pborghe@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 Elizabeth MI M Last Name Waterbury
 E-mail Address EMWAssoc@aol.com
 Mailing Address 17 Monmouth Street
 City Red Bank State NJ Zip 07702
 Telephone 732.747.6530 FAX 732.747.6778
 Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☒ Fax ☐ E-mail ☐
 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 HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
 Signature Elizabeth M Waterbury Date 7/27/17

Payment Information

Maximum Authorization Cost \$ _____
 Select Payment Method
 Cash ☐ Check ☐ Money Order ☐
 Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 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.

1. Want to review the Red Bank Planning Board file for the Red Bank Charter School located on Block 42, Lot 14A before the Planning Board in 2003. I will mark items at that time to be copied for future pick up.
2. Want to review the Red Bank Planning Board file for ACS Monmouth located on Block 42, Lots 5&6 at 135 Monmouth Street. The original ACS Monmouth LLC application was about year 1999. I will mark items at that time to be copied for future pick up.

AGENCY USE ONLY

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

AGENCY USE ONLY

Disposition Notes
 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

Tracking Information		Final Cost
Tracking #	_____	Total _____
Rec'd Date	_____	Deposit _____
Ready Date	_____	Balance Due _____
Total Pages	_____	Balance Paid _____
Records Provided _____		

Custodian Signature _____

Date _____