



BOROUGH OF RED BANK
OPEN PUBLIC RECORDS ACT REQUEST FORM

80 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 Pasquale MI MI Last Name Menna
 E-mail Address pmenna@redbanknj.org
 Mailing Address 158 Badman Place Suite 300
 City Red Bank State NJ Zip 07701
 Telephone 732-383-8445 FAX 732-383-8274
 Preferred Delivery: Pick Up Up US Mail Up On-Site Inspect Up Fax Up E-mail Up
 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 [Signature] Date 8/28/17

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.

Any and all inspections, reports, etc. By Fire Marshall Office or Code Enforcement Office and any inspections, visits, or annual certifications regarding irregularity of inspections performed at 204 Shrewsbury Ave. Red Bank, New Jersey at any time from 2010-2016 and copies of same, including any violation notices or any violations on the premises from 2015-2016.
 cc: Steven Goodman

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