

**SHREWSBURY BOROUGH BOARD OF EDUCATION
20 Obre Place, Shrewsbury, New Jersey 07702
GOVERNMENT RECORD REQUEST FORM**

Date of Request : _____

Name of Person making request: _____

Address: _____

Phone and/ or Fax : _____

Brief Description of Document(s) requested : _____

Number of Copies requested of document(s): _____

Signature: _____

FOR DISTRICT USE ONLY

Date request received: _____

Name of record(s) made available: _____

Date record(s) made available: _____

Total fees charged for copying: _____

All Pages Letter \$.05 per page _____ \$.05= _____
All Pages Legal \$.07 per page _____ \$.07= _____

Request for the following record(s), or portion thereof is denied: _____

Reason for the Denial: _____

Name of Custodian of Government Records: _____

Signature : _____

Date : _____

This form must be completed and presented to the Office of The Business Administrator between the hours of 8:30 a.m. and 4:00 p.m., Monday- Friday when offices are normally open. 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. 2002, c.404 (C.47:1A-7).