

**JERSEY CITY PUBLIC SCHOOLS
346 CLAREMONT AVENUE
JERSEY CITY, N.J. 07305**

REQUEST FOR PUBLIC RECORDS

TO: Jersey City Public School Custodian of Records/Business Office

FROM: Name _____

Address _____ e-mail _____

_____ Phone (daytime) _____

DATE: _____

RE: Request for Public Records

I (We) are requesting copies of the following public records:

The applicant hereby certifies that he/she has not been convicted of any indictable offense and is not seeking government records containing personal information pertaining to the victim or the victim's family. (N.J.S.A. 47:1A-2.2).

Signature Date

Print Name

Response (To be completed by District personnel)

The above request will be answered by _____

The above request will be partially fulfilled by _____
(Those items which will not be fulfilled are explained below)

The fee to fulfill this request is _____ payable prior to delivery of requested material
(Check or money order payable to "Jersey City Public Schools". Cash not accepted)

The above request is denied for the reason(s) listed below:

Signature Date

Print Name

Please see instructions and information on the reverse side of this form.

**JERSEY CITY PUBLIC SCHOOLS
346 CLAREMONT AVENUE
JERSEY CITY, N.J. 07305**

**REQUEST FOR INFORMATION
INSTRUCTIONS AND INFORMATION**

Your request for information from the Jersey City Public Schools is governed by the New Jersey Open Public Records Act.

Please complete the reverse of this form and be as specific as possible as to the information being requested. Please be guided by the following information:

Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days.

If any document or copy which has been requested is not a public record or cannot be provided within seven (7) business days, you will be provided with a response with that information within seven (7) business days.

The term "Public Record" means any paper, document, written or printed book, drawing, map, plan, photograph, microfilm, information stored or maintained electronically or by sound-recording, that has been made, maintained or kept on file in the course of official business or that has been received in the course of official business.

"Public Record" does not include any document or portion which discloses a social security number, credit card number, unlisted telephone number, driver license number, employee personnel files (except an individual's name, title, position, salary, payroll record, length of service, date of separation and reason thereof), advisory, consultative or deliberative material, information which would give an advantage to competitors or bidders, information relating to any sexual harassment complaint, and other matters in which there is a right of privacy or confidentiality or which is exempt by law.

There is no fee for simply inspecting a document during normal business hours.

Except as otherwise provided by law or regulation, the fee for the duplication of a document shall be:

1 st to 10 th page	\$0.75
11 th to 20 th page	\$0.50
All pages over 20	\$0.25

Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.

If the request for information is denied the denial can be appealed to the Government Records Council in the New Jersey Department of Community Affairs, Trenton, New Jersey, or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et.seq.