

**REQUEST FOR PUBLIC RECORDS
NORTHERN BURLINGTON COUNTY
REGIONAL BOARD OF EDUCATION
Columbus, New Jersey**

Records requested by: _____

Address: _____

Phone and/or Fax: _____

Signed: _____

Below clearly print a brief description of record(s) requested:

1. _____
2. _____
3. _____
4. _____

<i>This selection to be completed by the Records Custodian</i>		
Request Approved or Denied	To be provided by	Fees Charged
*		
*		
*		
*		
Total Charges:		

*If any request is denied, the reasons for denial follow below:

1. _____
2. _____
3. _____
4. _____

This form must be completed and presented to the Office of the Board Secretary/Custodian of Public Records between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday, located at the Northern Burlington County Regional School District Board of Education Office at 160 Mansfield Road East, Columbus, NJ. The Custodian of Public Record shall determine the appropriate fees, as soon as possible but not later than seven business days after receiving the request (and payment) provided that the record is currently available and not in storage or archived. If the government record is in storage or archived, the Custodian of Public Records will advise the requester within seven business days after receiving the request, when the record/s will be available.

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 action in Superior Court, file a complaint with the Government Records Council established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7).