REQUEST FOR PUBLIC RECORDS OF THE MOORESTOWN TOWNSHIP BOARD OF EDUCATION
COUNTY OF BURLINGTON

Requested by:_______________________________________________ Date:____________________________________
Address:___________________________________________________ Signed:___________________________________
Telephone Number and/or Fax Number:__________________________

Fee/Charges: Letter size pages & smaller $ .05 per page
Legal size pages & larger $ .07 per page

Clearly print a brief description of the record(s) requested:
(circle)

1.(view or copy)____________________________________________________________________________
2.(view or copy)____________________________________________________________________________
3.(view or copy)____________________________________________________________________________
4.(view or copy)____________________________________________________________________________

*If request is denied, the reasons for denial follows:
1._____________________________________________________________________________________
2._____________________________________________________________________________________
3._____________________________________________________________________________________
4._____________________________________________________________________________________

To be Completed by the Custodian of Records

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<th>Request Approved</th>
<th>To be provided by</th>
<th>Fees charged</th>
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Total Charges $__________
Deposit if any $__________
Balance due: $__________

Signature of Custodian ______________________________ Date ____________

Received on ____________ Signature ______________________________ date

This form must be completed and presented to the Office of the Board Secretary between the hours of 8:00 a.m. and 4:00 p.m. – Monday through Friday when offices are normally open. A determination as to any fees charged will be made by the Custodian of Records. A deposit may be required upon acceptance of this request. Requested records will be made available as soon as possible but not later than seven (7) 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 such an action in Superior Court, file a complaint with the Government Records Council (GRC) established pursuant to Section 8 of P.L. 2001, c. 404 (C.47:1A-7) The GRC may be reached by fax at 609-633-6337 or by mail at P. O. Box 819, Trenton, NJ 08625. The GRC website is www.nj.gov/grc.