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.______________________________________________________________________________________________

Request Approved
or Denied
*                             To be provided by
*                             Fees charged
*                             *
*                             *
*                             *

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.