

Estimated \$ _____
Document Cost:

Estimated \$ _____
Delivery Cost:

Estimated \$ _____
Extra Cost:

Total \$ _____
Estimated Cost:

Deposit \$ _____
Amount:

Estimated \$ _____
Balance:

Deposit Date: _____

Disposition Notes:

Custodian: if any part of request cannot be delivered in seven (7) business days detail reasons here; attach additional notes if necessary.

In Progress - Open _____
 Denied - Closed _____
 Filled - Closed _____
 Partial - Closed _____

| | |
|--|------------------------|
| Tracking Info: | Finalized Cost: |
| Tracking #: _____ | Total: \$ _____ |
| Received Date: _____ | Deposit: \$ _____ |
| Ready Date: _____ | Balance Due: \$ _____ |
| Total Pages: _____ | Balance Paid: \$ _____ |
| _____ Records Provided (attach additional notes if necessary): _____ | |
| _____ | _____ |
| Custodian Signature | Date |

PUBLIC ACCESS TO GOVERNMENT RECORDS
Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. The Open Public Records Act (OPRA) requires that in order to request access to government records, you must complete all the required portions of, sign and date this form, and deliver it in person during regular business hours, or by mail, fax, or electronically to the appropriate custodian of the requested record(s). Your request is not considered filed until the appropriate custodian, of the requested record(s), has received a completed request form. If you submit the request form to any other officer or employee that is not authorized, that officer or employee does not have the authority to accept your request form on behalf of the City of North Wildwood and you will be directed to the appropriate division custodian.
2. The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the proper request form, or attempt to make a request for access by telephone or fax, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. **Payment shall be made by cash, check or money order payable to the "City of North Wildwood."**
5. **A 50% deposit must accompany requests with estimated fees exceeding \$25.** Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the record(s).
6. There is no fee involved in simply inspecting a document during normal business hours.
7. By State law, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other state, or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
8. By law, the custodian must notify you that it grants or denies a request for access to government records within seven (7) business days after the custodian, of the requested record, receives the request, provided that the record(s) is/are currently available and not in storage or archived. If the requested record(s) is/are not currently available or is in storage or archived, the custodian will advise you within seven (7) business days when the

record(s) can be made available and the estimated cost. You may agree with the custodian to extend the time for granting or denying your request, or for making the record(s) available.

9. You may be denied access to government record(s) if your request would substantially disrupt agency operations and the records custodian is unable to reach a reasonable solution with you.
10. If the custodian is unable to comply with your requests for access to a government record(s), the records custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
11. Except as otherwise provided by law or by agreement with the requester, if the custodian of the requested record fails to respond to you within seven (7) business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.
12. If your request for access to government record(s) has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the custodian to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by telephone at 866.850.0511, by mail at P.O. Box 819, Trenton, NJ 08625-0819, by e-mail at grc@dca.state.nj.us, or at the GRC's web site is www.nj.gov/grc/.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.