

# BURLINGTON COUNTY CUSTODIAN OF RECORDS

ADMINISTRATION BUILDING  
49 RANOCAS ROAD, ROOM 133  
MOUNT HOLLY, NEW JERSEY 08060  
FAX - 609-265-5151

## REQUEST FOR ACCESS TO GOVERNMENT RECORDS

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### FOR COUNTY USE ONLY

Tracking Number: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date of Response: \_\_\_\_\_

SEE INSTRUCTIONS ON THE OTHER SIDE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone [Day] \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

### RECORD REQUEST INFORMATION

To expedite your request be as specific as possible.

Request for inspection of records.

Request for copies of records.

A request for access to or for a copy of government records should be submitted on this form, which has been adopted by the Burlington County Custodian of Records. 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 government record or has been exempted from disclosure or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours unless retrieval of the records involves an extraordinary expenditure of time and effort to accommodate the request. Properly signed faxes of the request form will be accepted.

In general:

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven [7] business days indicating the time that will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 per page/image for letter-sized copies; \$0.07 for legal-sized copies. The cost for larger pages (e.g. maps) will be based on the cost of production.
- 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, but is currently \$0.25 for a CD; \$0.34 for a DVD; \$0.48 for a cassette; and \$1.60 for a videotape.
- Where a legal determination must be made as to whether records are government records or are exempt from disclosure as provided by law, the request will be reviewed by the Burlington County Solicitor.

The term "government records" generally includes those records determined to be public in accordance with *N.J.S.A. 47:1A-1*. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or inter-agency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

## **APPEAL PROCEDURES**

If access to the requested records is denied by the Burlington County Custodian of Records, the requestor may appeal that denial by filing a complaint in the Superior Court of New Jersey, Courts Facility Building, 49 Rancocas Road, Mount Holly, NJ 08060, or by filing a complaint with the Government Records Council, New Jersey Department of Community Affairs, 101 South Broad Street, PO Box 800, Trenton, NJ 08625-0800.

## **ACKNOWLEDGMENT**

**The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by *N.J.S.A. 47:1A-2.2*.**

**This form, when signed by the Custodian of Records or the Deputy Custodian of Records shall constitute a receipt of the Estimated Cost.**

**The information requested will be ready on**

\_\_\_\_\_

**Estimated Number of Pages**

\_\_\_\_\_

**Estimated Cost**

\_\_\_\_\_

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Custodian of Records

Date: \_\_\_\_\_

Date: \_\_\_\_\_