

TOWN OF MORRISTOWN

Town Hall
200 South Street, PO Box 914
Morristown, NJ 07963-0914

Tracking Number

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Requestor Information - Please Print

Date

First Name MI Last Name

Company

Mailing Address Telephone

City State Zip Email

VIEW ONLY **COPIES**
(See fees below)

Information Requested:

- Minutes** (Specify board or entity, date, subject)
- Financial Record** (Voucher, Bill, Payroll)
- Ordinances/Resolutions** (specify number, date, or subject)
- Police Record** (Accident Report or Other)
- Contracts/Agreements/Leases**
- Other Public Record**

AGENCY USE ONLY

PAYMENT INFORMATION

Completion Information

Total Cost

Total Pages

CASH CHECK MONEY ORDER

Ready Date

FEES: Pages 1-10 @ \$0.75
Pages 11-20 @ \$0.50
Pages 21- @ \$0.25

Extension Requested: Yes No

New Ready Date

This form has been adopted by the Municipal Clerk as Custodian of Records; requests for access to or copies of government records must be submitted on this form (requests may be submitted electronically). Some records will be available immediately during normal business hours(8:30 a.m. to 4:30p.m.). These include budgets, bills, vouchers, contracts (including collective bargaining agreements), individual employment contracts, and public employee salary and overtime information. Minutes of public meetings are available immediately after they are approved. Some records will require time to compile and/or to copy, but will normally be available within seven (7) business days unless another schedule has been established by Statute. If any document or copy requested is not a public record or will require longer than seven (7) business days to retrieve, you will be advised of this within seven (7) business days, as well as the date on which the record will be available. There is no fee for simply examining a document; unless otherwise established by Statute.

Where a request for a copy of a record is in a format other than photocopy (e.g., videotape, audiotape, disc, etc.) reasonable efforts will be made to provide the record in the format requested. In that case, cost will be determined by the actual cost incurred to reproduce the record.

The term "public 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 to privacy or confidentiality; nor does it include inter-agency or intra-agency advisory, consultative, or deliberative material, or other material which is specifically exempted by law. Where a legal determination must be made as to whether a record is a "public record," as provided by law, the request will be reviewed by the Municipal Attorney.

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

This form, when signed by a municipal official, shall constitute a receipt for any deposit received.

Applicant Signature

Date

Custodian of Records

Date