

BOROUGH OF TOTOWA
MUNICIPAL COMPLEX
TOTOWA ROAD AT CHERBA PLACE
TOTOWA, NEW JERSEY 07512
REQUEST FOR PUBLIC RECORDS

Name: _____

Address: _____

Telephone (Day) _____ **Fax Number:** _____

Preferred Delivery Pick Up _____ US MAIL _____ On Site Inspection _____

Information Requested: To expedite the request, please be as specific as possible in describing the records requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page; for a police accident report there is an additional fee when the request is not made in person of \$5.00 for the first 3 pages and \$1.00 for each additional page, as provided by N.J.S.A. 39:4-131. Prepayment is required before any copies will be made. Delivery/postage fees will be charged for all copies of records that are mailed to the requestor. Extraordinary and special service fees may also be charged depending upon the request.

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 the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

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

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Payment _____

Applicant Signature

Date

Department Head's Signature

Date

Joseph Wassel, RMC, Municipal Clerk

Date

Date Request Received:

Date Response Provided:

1. This form should only be used to submit records requests to the Borough of Totowa. (hereinafter "Totowa")
2. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee from Totowa, that officer or employee may not have the authority to accept your request form on behalf of Totowa and your request will be directed to the appropriate division custodian. The seven (7) business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the Borough of Totowa request form, or attempt to make a request for access by telephone or fax; OPRA 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 check or money order payable to the Borough of Totowa.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
6. You may be charged a 50% or other deposit when a request for copies exceeds \$25.00. Totowa's custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family
8. By law, Totowa must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
9. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
10. If Totowa is unable to comply with your request for access to a government record, the 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 requestor, if the custodian of the record requested fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
12. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by Totowa 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 toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, New Jersey, 08625, by e-mail at grc@dca.state.nj.us or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the OPRA.