

**Robbinsville Board of Education**

**155 Robbinsville Edinburg Road**

**Robbinsville, NJ 08691**

Phone: 609-632-0910 (2201) / Fax: 609-371-7964

**Request for Public Records**

**Requestor Information – Please Print**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site Inspect \_\_\_\_\_

**Circle One:** Under penalty of N.J.S.A.2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information**

Select Payment Method

Cash \_\_\_\_\_ Check \_\_\_\_\_  
Money Order \_\_\_\_\_

Fees: .05 per letter size page or smaller  
.07 per legal size page or larger

Delivery: Delivery / Postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

Deposit (if any) \$ \_\_\_\_\_

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

[Empty box for Record Request Information]

**Denial of Request:** If request is denied, the reasons for denial follow.

[Empty box for Denial of Request]

This form must be presented to the Custodian of Records between the hours of 8:00 AM and 4:00 PM, Monday – Friday during regular business hours. 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 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 an action in Superior court, file a complaint with the Government Records Council established pursuant to Section 8 of P.L.2001, c.404 (C.47:1A-7).