

State of New Jersev TOWNSHIP OF BERLIN GOVERNMENT RECORDS REQUEST FORM

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135 ROUTE 73 SOUTH WEST BERLIN, NJ 08091



Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully. In addition, please note that you may complete and submit requests electronically on the Internet at www.nj.gov/opra.

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1. This from should only be used to submit records requests to the Township of Berlin.

- 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 from. If you submit the request form to any other officer or employee of the Township of Berlin, that officer or employee may not have the authority to accept your request form on behalf of the Township of Berlin and your request will be directed to the appropriate division custodian. The seven 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 *Township of Berlin* 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 by State law or regulation before processing your request, Payment shall be made by check or money order payable to the *Township of Berlin*.
- 5. If it is necessary for the record custodian to contact you concerning you request, providing identifying information, such as your name, address and telephone number or an e-mail address 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 charges a 50% or other deposit when a request for copies exceeds \$25. The Township 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, the *Township of Berlin* 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 will be made available and the estimate cost. You may agree with the custodian to extend the time for making the 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 the *Township of Berlin* 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 of otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you in 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 to decision by the *Township of Berlin* to deny access. At you 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 PO Box 819, Trenton, NJ, 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 Open Public Records Act.