

APPLICATION NO. _____

NOTICE TO REQUESTORS

Municipal Clerk

City of Orange Township

State Law requires that in order to request access to government records, you must complete, sign and date this request form and deliver it in person, by mail by fax or electronically during regular business hours to the appropriate custodian of the records requested. A request for access to or for a copy of Government Records should be submitted on this form, which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make 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 public record 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. For example, Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided by *N.J.S.A. 54:5-11*, et seq. There is no fee involved in simply inspecting a document during normal business hours. In general:

- Immediate access is ordinarily available for current 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 not currently being processed and which are stored in the City's Archives Facility will require additional time to retrieve and may not be available immediately.
- 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 a interim report within seven (7) business days indicating the approximate time which will be required to provide the records .
- The fee for a police accident report not made in person is \$5.00 for the first 3 pages and \$2.00 for each additional page, as provided by *N.J.S.A. 39:4-131*.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the City Attorney.
- If the Custodian of the Records determines the document requested is not a public record. You may appeal. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by *N.J.S.A. 47:1A-1* et seq. If your request has been denied, a statement of the procedures for the appeal will be attached to that notification.

APPLICATION NO. _____

**APPLICATION FORM FOR ACCESS TO
GOVERNMENT RECORDS**

Municipal Clerk

City of Orange Township

PART I: REQUESTOR'S INFORMATION

Name:

Date:

Organization (if applicable):

Mailing Address:

City:

State:

Zip:

Home/Business Phone:

Fax:

Request Made Via: **Office Visit** **Correspondence** **Fax** **Electronically**

Check 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 or any other State of the United States.

PART II: DESCRIPTION OF GOVERNMENT RECORD(S)

PART III: PAYMENT INFORMATION

SELECT PAYMENT METHOD: **Cash** **Check** **Money Order**

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

Deposit \$ _____

(Required where the anticipated cost of reproduction exceeds \$5.00)

**Please note that a photocopied document will not be delivered unless
the appropriate fee is paid.**