

VERNON TOWNSHIP PUBLIC SCHOOLS
OFFICE OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY

**Public Access to Government Records
Request Form**

Date _____

Name _____ Phone # (____) _____
(Print)

Address _____
(Print)

Town _____ State _____ Zip _____
(Print)

Government Record Sought (One request per form)

Requestor's Signature

Date

(OVER)

Requested Record

Fulfilled _____ Denied _____

If denied, reason for denial:

Custodian's Signature

Date

Requested Record Available

Date _____

Total Pages _____

Total Cost _____

Fee Structure (as per P.L. 2001, C.404, Bill A1309)

10 ¢ per copy per page

Under certain circumstances, special service fees may also be charged
Payment in full must be received prior to any copying of any government records.
Payment can be made in cash or check payable to Vernon Township Board of
Education. A fee of \$25.00 will be charged for all returned checks.

Payment Received (Date) _____ Initialed _____

Record Released Date) _____ Initialed _____