

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

Public Access to Government Records
P.L. 2001, C.404, Bill A 1309
Information / Procedures

P.L. 2001, C.404, Bill A1309, requires that **all** "government records" be readily available for inspection, copying or examination unless the record is exempted.

In general, the law requires that the records custodian/Board provide the public with "immediate access" to a government record or deny access to a government record within **seven (7) business** days after receiving the request.

In general, before providing public access, the custodian has a duty to "redact" any information, which discloses the social security number, credit card number, unlisted telephone number or driver license number.

A person claiming improper **denial of access** to government records **may file suit** in Superior Court of New Jersey or **may file a complaint** with the Government Records Council within the Department of Community Affairs. There is no fee to file a complaint with the Government Records Council.

Government Records Council
101 South Broad Street
P.O. Box 819
Trenton, New Jersey 08625-0800
Fax: 609 633-6337
or
grc@dca.state.nj.us

Requests for **copying** of government records must be made on the **Vernon Township Public Schools, Public Access to Government Records Request Form**. Forms may be obtained through the Office of the Business Administrator/Board Secretary, P.O. Box 99, 539 Route 515, Vernon, New Jersey 07462-0099. Forms are available from 9:00 a.m. to 3:00 p.m. (**Note:** Payment in full must be received prior to any copying of government records).

Requests for **inspection or examination** must be made by contacting the Vernon Township Board of Education, Office of the Business Administrator/Board Secretary between the hours of 9:00 a.m. and 3:00 p.m. The Office can be reached at (973) 764-4186.

Custodian of Government Records

Vernon Township Public Schools
Mr. Steven Kepnes, School Business Administrator/Board Secretary
P.O. Box 99, 539 Route 515
Vernon, NJ 07462-0099
(973) 764-4186

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**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)

5¢ per page – letter size

7¢ per page – legal size

Payment Received (Date) _____ Initialed _____

Record Released Date) _____ Initialed _____