REQUEST FOR PUBLIC RECORDS
GLOUCESTER CITY BOARD OF EDUCATION
CAMDEN COUNTY

Requested by: _____

Address: _____

Phone and/or Fax:_____

Signed: _____

Date

To Be completed by the Custodian of Records

Cleary Print a Brief description of the record(s) requested: (circle)

1. (view or copy)_____

2. (view or copy)_____

3. (view or copy)_____

4. (view or copy)_____

Request *Approved Or Denied*	***To Be Provided By***	***Fees Charged***
*		
*		
*		
*		

*If Request is denied, the reasons for denial follow:

1._____
2._____
3._____
4._____

Total Charges:$_____

_____

Signature of Custodian Date

Margaret M. McDonnell, School Business Admin.

This form must be completed and presented to the Custodian of Records between the hours of 8:00 am and 4:00 pm. Monday – Thursday when offices are normally open. A determination as to any fees charged will be made by the Custodian of Records. 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 complete with the Government Records Council (GRC) established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7) The GRC may be reached by fax at 609-633-6337 or by mail at PO Box 919, Trenton, NJ 08625.
The GRC Website is: www.nj.gov/grc