TOWNSHIP OF CLARK

430 WESTFIELD AVENUE, CLARK, NJ 07066

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

FAX Request to (732) 388-1241

FOR MUNICIPAL USE ONLY

Date Received _____ Date of Response: _____

*Name: _____

*Address: _____

*Telephone [Day] _____ *FAX # _____ *E-mail _____

* Indicates helpful information in processing your request, but NOT required to be provided by law

Type of Request:

_____ Inspect/View documents only (during normal business hours)
_____ Prepare photocopies of all requested documents for purchase
_____ E-mail documents (if available electronically)
_____ Documents by fax

Information Requested:

[___] Copy of Minutes [specify board or entity, date, topic or other identifying information]

_____

_____

[___] Copy of Ordinance or Resolution [specify date, number, or other identifying information]

_____

_____

[___] Police Accident Report Fee: _____

Identify Accident: _____

[___] Other [specify] _____

_____

_____

[___] License Information [specify] _____

_____

Information on a Specific Property Address _____

Block _____ Lot _____

[___] Municipal Lien Search Fee: $10.00

Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and paid, as provided in N.J.S.A.54:5-11, et seq.

A request for access to or for a copy of Government Records may 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 the 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 provide 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. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for 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 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 an interim report within seven (7) business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, $0.75 per page; eleventh page to twentieth page, $0.50 per page; all pages over twenty, $0.25 per page; for a police accident report there is an additional fee when the request is not made in person of $5.00 for the first 3 pages and $1.00 for each additional page, as provided by NJSA 39:4-131. (Ord. 02-15)
- Where a request is for a copy in a format other than a photocopy, reasonable effort will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- 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 Municipal Attorney.

The term “public records” generally includes those records determined to be public in accordance with NJSA 47:1A-1. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or inter-agency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim’s family as provided by NJSA 47:1A-1 et seq.

This form, when signed by the Municipal Official shall constitute a receipt for any deposit received.

The information requested will be ready on _____
Estimated number of pages _____
Estimated Cost _____
Deposit
(Required where the anticipated cost of reproduction exceeds $5.00) _____

_____ _____
Applicant’s Signature Date Municipal Official