

CHERRY HILL BOARD OF EDUCATION
45 Ranoldo Terrace, Cherry Hill, NJ 08034

REQUEST FOR GOVERNMENT RECORD

Directions: All record requests are to be made through the Assistant Superintendent-Business/Board Secretary, who is the District's officially designated Custodian of Records. Requests to inspect and/or obtain copies of the District's government records are made by completing this form in full wherever applicable and submitting it to the Custodian of Records. The public's right to access government records is controlled by New Jersey Statute 47:1A-1 *et seq.*

DATE REQUESTED _____

REQUESTOR'S NAME* _____

REQUESTOR'S ADDRESS * _____

REQUESTOR'S PHONE NUMBER * _____

**Optional—however, failure to provide this information may delay the process of fulfilling the request*

Government Record Requested:

Minutes of Board of Education meetings _____
(Specify date and meeting)

Business Contract _____ (Specify parties)

Bid Proposal _____ (Specify date and parties)

Annual School Budget _____ (Specify year)

Bills or vouchers _____ (Specify)

Collective negotiations agreements _____ (Specify parties)

Individual employment contract _____ (Specify party)

Other _____

_____ (Give detailed description of the information requested)

Do you want the requested record(s) photocopied? YES _____ NO _____

THIS SECTION TO BE COMPLETED BY DISTRICT CUSTODIAN OF RECORDS:

Estimated Number of Pages _____

Estimated Cost of copies: _____

Prepayment is required for any anonymous request estimated to cost Five (\$5.00) Dollars or greater.

(Fees assessed will generally be \$0.75 per page for pages one through ten, \$0.50 per page for pages eleven through twenty and \$0.25 per page for each page over twenty. If the actual cost for duplicating the material exceeds that amount, or if the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the District may charge the actual cost. In that event, we will provide you the opportunity to review and object to this charge prior to its being incurred.)

The Information requested will be ready on _____

Government records may be inspected, examined and copied during regular business hours. Immediate access shall ordinarily be granted to budgets, bills, vouchers, contracts, and public employee salary and overtime records. Other government records requested will normally be available within seven (7) business days, except that records which are not readily available, or which will require a search of records, will be made available as soon as possible. For those records, you will be notified within seven (7) business days of the date when the records will be made available and the reason for same.

The following portions of the requested records are exempt from public access under *N.J.S.A. 47:1A-1 et seq.* and will be redacted (specify whether request is denied in whole or part, and if in part, the specific sections redacted):

The reason for this exemption is:

_____ Pupil record [NOTE: Any request for a pupil record as defined under 20 *U.S.C.* §1232g, 34 *C.F.R.* Part 99, *N.J.S.A.* 18A:36-19 or *N.J.A.C.* 6:3-6.1 *et seq* will be denied in its entirety unless you are authorized by law to access the record.]

_____ Inter-agency or intra-agency advisory, consultative or deliberative material.

_____ Attorney-client privilege.

- _____ Record pertains to investigation in progress, and release would be inimical to the public interest.
- _____ Personnel record exempted by Governor's Executive Orders 11(a) and 11(b) and *N.J.S.A. 47:1A-10* (permits release of only employee's name, title, position, salary, payroll record, length of service, date of and reasons for separation, amount and type of pension, and data contained in information which disclose conformity with specific experiential or educational qualifications required for government employment.)
- _____ Portion of document which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person.
- _____ Information generated by or on behalf of public employee or the Board in connection with any sexual harassment complaint filed with a public employer or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position.
- _____ Information between the Board and its insurance carrier, an administrative service organization or risk management office.
- _____ Information would, if disclosed, give an advantage to competitors or bidders.
- _____ Administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security.
- _____ Security measures and surveillance techniques which, if disclosed, would create a risk to the safety of persons, property, electronic data or software.
- _____ Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize the security of the building or facility or persons therein.
- _____ Trade secrets and/or proprietary commercial or financial information (includes data processing software obtained under a licensing agreement which prohibits its disclosure).
- _____ Criminal investigatory record.
- _____ Information is to be kept confidential pursuant to court order.
- _____ Other (specify): _____

You have the right to challenge the School District's decision to deny access to a requested record. You may appeal our decision by filing a complaint in the Superior Court of New Jersey, Law Division, Camden County, or with the Government Records Council in the New Jersey Department of Community Affairs (<http://www.state.nj.us/dca>).

THE REQUESTOR HEREBY ACKNOWLEDGES RECEIPT OF A COPY OF THIS FORM WITH THE DATE ON WHICH INFORMATION IS EXPECTED TO BE AVAILABLE AND THE ESTIMATED COST. This completed form, when signed by the Records Custodian, shall constitute a receipt for any deposit or prepayment made by the applicant.

Requestor

Date Requested

Custodian of Records

Date