

(856) 234-4193

FAX: (856) 273-8482



BOARD OF FIRE COMMISSIONERS

Fire District No. 1, Township of Moorestown

261 W. Main St., Moorestown, NJ 08057

**REQUEST FOR ACCESS TO GOVERNMENT RECORDS
FOR MUNICIPAL USE ONLY**

Date Received: _____ Date of Response: _____

(SEE INSTRUCTIONS ON THE FOLLOWING PAGE)

Requestor's Name:	
Requestor's Address:	
Requestor's Day Telephone:	

Information Requested:

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

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

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Fire Incident Report: [Identify Incident by Location and Date]

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Other [specify]

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The Requestor 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 requestor 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 N.J.S.A. 47:1A-1 et seq..

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

The requested information will be ready on: _____

Estimated Number of Pages: _____

Estimated Cost: _____

Requestor

District Administrator

Date: _____

Date: _____

Instructions & Rights

A request for access to or for a copy of Government Records should be submitted on this form which has been adopted by the Board of Fire Commissioners for Fire District No. 1, Township of Moorestown. 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 provided 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:

- The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 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.
- 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 for the duplication of a printed record shall be as follows:

<i>Letter Size Page or Smaller</i>	<i>\$ 0.05 per page</i>
<i>Legal Size Page or Larger</i>	<i>\$ 0.07 per page</i>
<i>Other Materials (CD, DVD, etc.)</i>	<i>Actual Cost of Material</i>
<i>Delivery/Postage Fees</i>	<i>Actual Cost of Delivery/Postage</i>
<i>Extras</i>	<i>Special Service Charge Dependent Upon Request</i>

- Where a request is for a copy in a format other than a photocopy, reasonable efforts 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 District's Attorney.
- In the event that you are denied access to government records you may file an appeal with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ 08624, by e-mail at grc@dca.state.nj.us or at their web site at www.nj.gov/grc.

