



COUNTY OF ATLANTIC
REQUEST FOR GOVERNMENT RECORDS FORM

REQUESTOR INFORMATION PLEASE PRINT

NAME/COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: ( ) Street (PO Box, Suite #) City State Zip EMAIL: \_\_\_\_\_

DOCUMENTS REQUESTED (Be as specific as possible, include dates where applicable.)

Preferred Delivery: [ ] Pick up [ ] US Mail [ ] On Site Inspection [ ] Email [ ] Fax
Maximum Authorized Cost \$ \_\_\_\_\_

COSTS - Paper copies of records can be purchased for the fee established by the applicable statute or regulation. Unless otherwise provided, the fee for standard printed matter is \$0.05 per letter size page or smaller, and \$0.07 per legal size page or larger. Postage is extra. Where the actual costs for duplication of a record exceed the foregoing rates, the County may charge the actual cost of duplicating the record. For requests that meet the requirements of N.J.S.A. 47:1A-5.c., a special service fee may apply. Electronic records and non-printed materials shall be provided free of charge, but the County may charge for the actual cost of any needed supplies such as computer discs.

If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT THIS FORM TO: Susan L. Gross, Custodian of Records
1333 Atlantic Avenue, 8th floor, Atlantic City, New Jersey 08401
Fax: 609-343-2373

THE REVERSE SIDE OF THIS FORM CONTAINS IMPORTANT INFORMATION ABOUT YOUR RIGHTS TO REQUEST GOVERNMENT RECORDS. PLEASE READ IT CAREFULLY.

CUSTODIAN RESPONSE INFORMATION (For County Use Only)

DATE RECEIVED: \_\_\_\_\_ DATE OF RESPONSE: \_\_\_\_\_ ID # \_\_\_\_\_ of \_\_\_\_\_

RECORDS AVAILABLE NO. OF PAGES AVAILABLE ON

FEE \$ \_\_\_\_\_ POSTAGE \$ \_\_\_\_\_ DEPOSIT \$ \_\_\_\_\_ AMOUNT DUE \$ \_\_\_\_\_ RECEIVED ON \_\_\_\_\_ Date

[ ] Access to a record or records has been denied.
If access is denied, a list of those records with reasons accompanies this response.

Signature of Custodian

Date

## IMPORTANT INFORMATION ABOUT PUBLIC ACCESS TO GOVERNMENT RECORDS

1. All government records are subject to public access under the Open Public Records Act (OPRA), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the County of Atlantic, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to Treasurer County of Atlantic.
5. You may be charged a 50% or other deposit when a request for copies exceeds \$25. The Atlantic County custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Where a special service charge is warranted, that amount will be communicated to you. You have the opportunity to review and object to the charge prior to it being incurred. If you approve of the fact and amount of the charge, you may be required to pay a deposit or in full prior to reproduction of the documents.
7. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family. This includes anonymous requests for said information.
8. By law, the County of Atlantic must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
9. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
10. If the County of Atlantic is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
11. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
12. If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the County of Atlantic to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at its web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.