

BOROUGH OF CARLSTADT

Memorial Municipal Building
500 Madison Street
Carlstadt, NJ 07072

REQUEST FOR PUBLIC RECORDS

FOR MUNICIPAL REQUESTS ONLY

SEE INSTRUCTIONS ON REVERSE SIDE

Name: _____

Address: _____

Telephone [Day]: _____

Type of information sought to be **REVIEWED** **COPIED**

The following information will be provided immediately upon request during normal business hours:

- Budget for current year
- Salary Ordinance – current
- Contracts- -Specify _____
- Bills-Specify: _____
- Vouchers-Specify: _____

The following information will be provided within 7 days, unless otherwise advised by the Records Custodian:

- Police Accident Report. Identify date, time and location. _____
Other. Specify: _____

- Borough Council minutes (open session).
Specify date(s) including year: _____
Approved minutes only.
- Copy of Ordinance or Resolution.
Specify date, number, or other identifying information: _____
- Copy of Board Minutes. Please specify Board _____
date(s) (include year): _____
- Planning/Land Use Documents. Specify: _____
- Certificate of approval of Subdivision.
Block/Lot or Property Address: _____
- Other Document:
Specify: _____
- Municipal Lien Search Certificate*.
Block/Lot or Property Address: _____
Fee: \$10.00
- Borough Council minutes (closed session). Approved minutes only.
Specify item(s) (i.e., litigation name, negotiation union, etc)
and date(s) including year: _____
- License information. Specify: _____
- List of Adjacent Owner 200'.
Block/Lot or Property Address: _____
Fee: \$ _____
- Zoning Permit:
Specify: _____
- Health Code/Department Violations:
Block/Lot or Property Address: _____
- Municipal Improvement Search*.
Block/Lot or Property Address: _____

As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$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 the fee paid, as provided in N.J.S.A. 54:5-11, et seq.

* The individual seeking the information with asterisks above acknowledges that, in any case where access to items of public records regarding municipal liens or municipal improvement ordinances are provided and the individual seeking the information is not being supplied with certificates as described in N.J.S.A. 54:5-11, et seq. or N.J.S.A. 54:18-5, neither the individual seeking the information nor any third party may make any claim for damages against the Borough, nor shall any act of the individual seeking the information constitute or be construed as creating an estoppel as to a Borough's right to collect any outstanding balance or lien.

The information requested will be ready for pick up on: _____ at _____ o'clock

Estimated Number of Pages: _____
Estimated Cost** \$ _____
Other related Costs: \$ _____
Deposit: \$ _____

**Final cost shall be determined at time of reproduction and no document shall be released without payment of any copying and/or related costs.

[Required where the anticipated cost exceeds \$5.00]

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

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 to a victim or a victim's family as provided by N.J.S.A. 47:1A-1 et seq.

Individual Seeking Public Records _____

Claire Foy, Borough Clerk _____

Date: _____

Date: _____

INSTRUCTIONS

A request for a copy of Public Records should be submitted on this form which has been adopted by the Carlstadt Municipal Clerk as Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and 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. 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 records 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 N.J.S.A. 39:4-131.
- Where a request is for a copy in a form 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 Municipal Attorney.

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 matter in which there is a right of privacy or confidentiality, or which are specifically exempted by law.

**BOROUGH OF CARLSTADT
PUBLIC RECORDS REQUEST RESPONSE**

TO: _____ **DATE:** _____

- The record(s) requested on _____ as indicated on the front of this form are being provided pursuant to the Open Public Records Act and are attached hereto.
- The total cost of copying has been determined to be \$ _____ and has been paid in full.
- The record you requested is not readily available and will require a search. Therefore, it is estimated that you will receive notice of its availability by no later than _____. If for some reason the record is not located by that date, I will provide an interim report to you.
- A legal determination must be made as to whether document you have requested is a "public document." Therefore, a copy of your request has been forwarded to the Borough Attorney for review. A response is anticipated on or about _____.
- The document requested has been disposed of in accordance with the record retention regulations pursuant to the New Jersey Destruction of Public Records Act N.J.S.A. 47:3-15 et seq.
- The document(s) listed below and requested by you are not being provided because the document(s) are not public records as provided by law for the following reasons:

Document	_____	Reason	_____
Document	_____	Reason	_____
Document	_____	Reason	_____
Document	_____	Reason	_____

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq.. If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

Date _____

Claire Foy, Borough Clerk

ACKNOWLEDGEMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

Date _____

Applicant