



Making It Better, Together.

REQUEST TO REVIEW COUNTY RECORDS
(Pursuant to N.J.S.A. 47:1A-1, *et seq.*)

- ◆ Requests to review any records in the possession or control of the County of Camden, Board of Chosen Freeholders must be **made in writing by completing and signing this form and submitting it** to the office of the County Administrator at the address stated above.
- ◆ Please make only one specific request (*e.g.*, information regarding only one individual or subject) per form.
- ◆ Permission to review documents, or copies thereof, shall be provided as soon as reasonably possible **subject to the NOTE set forth below**, and otherwise in accordance with law.
- ◆ No copies shall be provided until the person requesting them pays the full cost of reproduction as set forth below.

Section 1

BACKGROUND INFORMATION AND REQUEST FOR RECORDS

Today's Date _____ Daytime Phone # _____

Requestor Name _____

Company Name _____

Requestor Address _____

Email Address _____

Fax Number _____

1. What records are you requesting? Be very specific.

2. For what time period are you requesting information? (Dates that the records requested cover)

From _____ To _____

3. Are you requesting (a) to review the documents, or (b) photocopies, or (c) records in another medium (*e.g.*, diskette - describe data format) if available?

4. If copies, please state how you would like the information delivered: mailed to the above stated address, faxed, e-mailed, or otherwise? _____
5. If copies, requestor agrees to pay the fees due (total amount calculated by County as per N.J.S.A. 47:1A-5b, c and d - See chart below for regular copies, and see attachment for special service charges for extraordinary copies) prior to the records being turned over to or delivered to the requestor.

NOTE: Pursuant to New Jersey law, the requestor of a County record generally must be granted access to the requested records or the request must be denied no later than seven (7) business days after the County receives the request, provided that the record is currently available and not in use, in storage or archived. Immediate access ordinarily shall be granted for budgets, bills, vouchers, contracts, including collective negotiation agreements and individual employment contracts, and public employee salary and overtime information. If the record is unavailable because it is in use, in storage or archived, then the requestor must be so advised within seven (7) business days after receipt of the request, and further advised as to when the record shall be made available. If the requestor has not provided a name, address, telephone number, or other means of contacting the requestor, no response is required until the requestor reappears seeking a response to the original request.

RIGHT TO APPEAL A DENIAL OF A REQUEST FOR COUNTY RECORDS

The requestor has the right to appeal a denial of access to County records and may proceed, at the option of the requestor, as follows:

1. By initiating an action in the Superior Court of New Jersey; or
2. By filing a complaint with the Government Records Council in the Department of Community Affairs of the State of New Jersey - available at: _____, or toll-free at 866-850-0511.

Name _____

Date _____

Signature of Requestor

FEES FOR REPRODUCTION OF COUNTY RECORDS*

1st through 10th pages = \$.75 per page 11th through 20th pages = \$.50 per
All pages over 20 = \$.25 per page

* The above fee schedule is the cost for duplicating ordinary County records in the form of printed matter. As otherwise provided by law, whenever the nature, format, manner of collation or volume of the requested record prevents reproduction by ordinary means, or requires a substantial amount of manipulation or programming of information technology, the County may charge a fee representing the actual cost of reproduction or duplication plus a reasonable special service charge representing the extraordinary means, methods, labor, or supervisory effort required to accommodate the request.

CHARGES FOR PUBLIC RECORDS

As per N.J.S.A. 47:1A-1 et seq, whenever the nature, format, or manner of collation, or volume of a government record is such that the records 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, a government agency may charge, in addition to the actual cost of duplicating the records, a special service charge. Set forth herein are the established charges which shall apply to all such requests made to the County of Camden. The county reserves the right to assess an additional charge beyond those listed below if an extraordinary expenditure of time and effort is necessary to respond to a request.

- ◆ **Tape copies - \$3.00**

- ◆ **Aerial Photographs from the Department of Planning - Pricing is available from the Department of Public Works. Please contact the Planning Department at 856.566.2970 for the process to request aerial photographs.**

- ◆ **Standard photocopies (8.5" X 11" and 8.5" X 14" size)**
 - \$0.75 per page for the first 10 pages
 - \$0.50 per page for the next 10 pages
 - \$0.25 per page for all subsequent pages

- ◆ **Non-standard size photocopies (11" X 17" and 24" X 36" size)**
 - \$1.00 per page for the first 10 pages
 - \$0.75 per page for the next 10 pages
 - \$0.50 per page for all subsequent pages

Section 2

(FOR COUNTY USE ONLY)

RESPONSE OF COUNTY CUSTODIAN TO RECORDS REQUEST

1. There are no records available.
2. The requested records are attached.
3. The requested records are in use, in storage or archived and will be made available on the following date: _____
4. If your request has been denied, in whole or in part, it is for the following reason(s):

<u>Exemption</u>	<u>Citation</u>
<input type="checkbox"/> Autopsy Reports	N.J.S.A. 47:1A-1.1, et seq
<input type="checkbox"/> Credit card numbers	N.J.S.A. 47:1A-1.1, et seq
<input type="checkbox"/> Drivers license numbers	N.J.S.A. 47:1A-1.1, et seq
<input type="checkbox"/> Electronic surveillance materials	N.J.S.A. 2A:156A-19
<input type="checkbox"/> Employee sexual harassment complaints	N.J.S.A. 47:1A-1.1, et seq
<input type="checkbox"/> Emergency or security information or procedures	N.J.S.A. 47:1A-1.1, et seq
<input type="checkbox"/> Grievance information	N.J.S.A. 47:1A-1.1, et seq
<input type="checkbox"/> Inter-agency or intra agency advisory communication	N.J.S.A. 47:1A-1.1, et seq
<input type="checkbox"/> Investigatory records	N.J.S.A. 47:1A-3
<input type="checkbox"/> Insurance communications	N.J.S.A. 47:1A-1.1, et seq
<input type="checkbox"/> Labor negotiation information, strategy or position	N.J.S.A. 47:1A-1.1, et seq
<input type="checkbox"/> Medical Examiner photographs	N.J.S.A. 47:1A-1.1, et seq
<input type="checkbox"/> Military Records (except to service member or his/her legal guardian)	Federal Regulation 38
<input type="checkbox"/> Pension/personnel records (Certain portions of)	N.J.S.A. 47:1A-10
<input type="checkbox"/> Public employee addresses	N.J.S.A. 47:1A 1.1, et seq
<input type="checkbox"/> Safety of persons or public would be jeopardized	N.J.S.A. 47:1A-1.1, et seq and Executive Order 69
<input type="checkbox"/> Security measures	N.J.S.A. 47:1A-1.1, et seq and Executive Order 69
<input type="checkbox"/> Social Security Numbers	N.J.S.A. 47:1A-1.1, et seq
<input type="checkbox"/> Unlisted telephone numbers	N.J.S.A. 47:1A-1.1, et seq
<input type="checkbox"/> Victim's name or address	N.J.S.A. 47:1A 1.1, et seq and N.J.S.A. 2A:82-46b
<input type="checkbox"/> Other (see below)	

Signature of custodian of records:

Name/Title _____ Date _____

This request has been: _____ Fulfilled _____ Denied _____ Denied, in part

Section 3

ACKNOWLEDGEMENT OF RECEIPT OF RECORDS

Request # _____

Records provided by County:

I acknowledge receipt of the records requested and as such, am verifying that this request is now completed.

Name _____ Date _____

Signature of Requestor

NOTICE OF RIGHT TO APPEAL A DENIAL OF A REQUEST FOR COUNTY RECORDS Pursuant to N.J.S.A. 47:1A-1, et seq.

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2. By filing a complaint with the Government Records Council in the Department of Community Affairs of the State of New Jersey.