

Office of the Borough Clerk
Regular Business Hours:

Monday through Friday
8:30 a.m. - 4:30 p.m.

Closed Weekends and Holidays

Borough of Tenafly

Office of the Borough Clerk
100 Riveredge Road
Tenafly, NJ 07670
201.568.6100

For Borough Clerk Use Only

To Dept.: _____

on _____ Due: _____

Date Rec'd: _____

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

(see instructions on reverse)

Name: _____

(please print clearly)

Address: _____

Phone [Day]: _____ **E-mail:** _____

Information Requested:

Copy of Minutes [specify Board or Entity, date, topic or other identifying information]

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

Police Accident Report Fee: _____

Identify Accident: _____

Other [Specify] _____

License Information [Specify] _____

Information on a Specific Property: Address _____

Block _____ Lot _____

Municipal Lien Search Fee: \$10.00

Municipal Lien Searches are provided by the designated Search Officer and will be provided within 15 days after request is received and the fee paid, as provided by N.J.S.A. 54:5-11, et seq.

List of Property Owners within 200' Fee: _____

As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00.

A request for access to or for a copy of Government Records should be submitted on this form that has been adopted by the Municipal Clerk as the Custodian of Records. 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 that 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:

- Immediate access is ordinarily available for current budgets, bills, vouchers, contracts, collective bargaining 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 that are not readily available or that 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 that will be required to provide the records requested.
- The fee assessed for the duplication of a printed record shall be as follows: \$.05 per letter-size and smaller page, and \$.07 per legal-size and larger 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*.
- When 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 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 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.

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, or any other state or the United States and is not seeking government records containing personal information pertaining to 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 Municipal Official, shall constitute a receipt for any deposit received.

The information requested will be ready on _____
Estimated number of pages: _____
Estimated cost: _____
Deposit [required when the anticipated cost of copying exceeds \$5.00] _____

 Applicant

 Municipal Official/Position

Date: _____

Date: _____

Borough of Tenafly

GOVERNMENT RECORDS REQUEST RESPONSE

TO: _____

DATE: _____

The document or documents listed below and requested by you that are being provided are listed below. Those that are not being provided because the document or documents are not public records or are an exception to disclosure are listed with the reason for the denial of access.

ITEMS PROVIDED: _____

ITEMS NOT PROVIDED: _____

You have a right to appeal the decision that the document or documents listed above 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: _____

Borough Clerk

ACKNOWLEDGMENT

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