

A request for a copy of Public Records should be submitted on this form which 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 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 time established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed in person, by e-mail, mail, by facsimile or via email: mscanlon@rutherfordboronj.com.

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.

Except as otherwise provided by law or regulation, a fee may be assessed as provided by N.J.S.A. 47:1A-5:

- \$.05 per letter size page
- \$.07 per legal size page
- Other materials (CD, etc.) - actual cost of material
- Delivery - Postage fees additional
- Extras - Special service charge dependent upon request

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 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, criminal investigatory records, public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The applicant hereby certifies that he or she has not been convicted of any indictable offense under the law of this State, 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.

Estimated Number of Pages: _____ Estimated Cost: \$ _____

Number of Pages: _____ Fee Paid: \$ _____

Municipal Official Signature: _____ Release Date: _____

Contact Dates/Notes: