

TOWNSHIP OF FRANKLIN BOARD OF EDUCATION

REQUEST FOR PUBLIC RECORDS
(Please print all information.)

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Circle One: Under penalty of N.J.S.A. 20:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offenses under the laws of New Jersey, any other state, or the United States.

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

Describe which public record(s) you wish to review. Please be specific and indicate if you would like a copy. Charges for copies are listed at the bottom of this form. Allow at least seven business days to process your request. You will be contacted when the information is available.

Table with 2 columns: Description of Public Record, Copy Needed. Rows 1-5 with Y/N options.

For Administrative Use Only

Request approved. Material will be ready by \_\_\_\_\_

Request denied. Reason: \_\_\_\_\_

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

Copy Charges

Letter size pages \_\_\_\_\_ x \$0.05 = \_\_\_\_\_

Amount received: \_\_\_\_\_

Legal size pages \_\_\_\_\_ x \$0.07 = \_\_\_\_\_

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

Other materials (CD, DVD, etc.) \_\_\_\_\_

Received by: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

# TOWNSHIP OF FRANKLIN BOARD OF EDUCATION

## General Information and Appeal Process for Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. Access to public records can be requested by contacting the School Business Administrator/ Board Secretary and completing the Request for Public Records form:  
  
Trish Birmingham  
School Business Administrator/Board Secretary  
Township of Franklin Board of Education  
3228 Coles Mill Road  
Franklinville, NJ 08322-3029  
Phone: (856) 629-9500, extension 1202  
Fax: (856) 629-1486  
E-Mail: [tbirmingham@franklintwpschools.org](mailto:tbirmingham@franklintwpschools.org)
2. All requests for access to a public record shall be in writing and hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the School Business Administrator/ Board Secretary.
3. You may be charged a 50 percent or other deposit when a request for copies exceeds \$25.
4. By law, the School Business Administrator/Board Secretary must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request. You may be denied access to a government record if your request would substantially disrupt operations and the custodian is unable to reach a reasonable solution with you.
5. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the School Business Administrator/Board Secretary to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their website at [www.nj.gov/grc](http://www.nj.gov/grc). The Council can also answer other questions about the law.