

BOROUGH OF WEST LONG BRANCH

P.O. Box 639  
West Long Branch, NJ 07764

REQUEST FOR PUBLIC RECORDS

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 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 for other response times established by statute and that information is set forth on this form or will be included in any response to the request. There is no fee involved in simply inspecting a document during normal business hours.

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

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

Telephone: \_\_\_\_\_

Information Requested:

\_\_\_\_\_ Copy of Minutes  
(specify board or entity / date/topic/ other identifying information)

\_\_\_\_\_

\_\_\_\_\_ Copy of Ordinance/Resolution  
(specify date / number / other identifying information)

\_\_\_\_\_

\_\_\_\_\_ Police Accident Report No. \_\_\_\_\_ Fee: \_\_\_\_\_

Date/Names \_\_\_\_\_

\_\_\_\_\_ Other (specify)

\_\_\_\_\_

Information on a Specific Property      Address \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_

\_\_\_\_\_ Municipal Lien Search      Fee [N.J.S.A. 54:5-14]: \_\_\_\_\_

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.

\_\_\_\_\_ List of Property Owners within 200'      Fee: \_\_\_\_\_

\_\_\_\_\_ License Information (Specify) \_\_\_\_\_

\_\_\_\_\_

The information requested will be ready on \_\_\_\_\_

Estimated Number of Pages \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Deposit \_\_\_\_\_

The public records requested will normally be available in accordance with P.I. 2001, c.404, within seven (7) business days. Some records will be immediately available. In general:

1. Immediate access ordinarily shall be granted to 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 by the Council or Board;
2. 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 amount of time which will be required to complete the search of the records.
3. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record 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.
4. 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 involved in providing the copy in the format requested.
5. 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 and will be generally provided immediately after the municipal official receives the determination from the Municipal Attorney or a Court that the records should be provided.

The term "**public records**" generally includes those records determined to be public in accordance with P.L. 2001, c.404. 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 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, 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 P.,L. 2001, c. 404.**

**This completed form, when signed by the municipal official shall constitute a receipt for the deposit made by the applicant.**

Applicant \_\_\_\_\_

Municipal Official \_\_\_\_\_

Date \_\_\_\_\_