

**Request for Public Records
of the Mount Arlington Board of Education
County of Morris**

Requested by: _____

Address: _____

Phone: _____

Preferred Delivery: Pick Up US Mail On Site Inspect

Signed: _____

Date _____

Clearly print a brief description of the record (s) requested:

(circle)

1. (view or copy) _____

2. (view or copy) _____

3. (view or copy) _____

4. (view or copy) _____

*If Request is denied, the reasons for denial follow:

1 _____

2 _____

3 _____

4 _____

| To be Completed by the Custodian of Records | |
|---|----------------------|
| Request Approved or Denied | To Be Provided By |
| * | |
| * | |
| * | |
| * | |

Signature of Custodian

Date

This form must be completed and presented to the Custodian of Records between the hours of 8:30 a.m. and 4:30 p.m., Monday - Friday when offices are normally open. A determination as to any fees charged will be made by the Custodian of Records. A deposit may be required upon acceptance of this request. Requested records will be made available as soon as possible but not later than seven business days after receiving the request provided that the record is currently available and not in storage or archived.

A person making a request of public records who is denied such access, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court, or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council (GRC) established pursuant to Section 8 of P.L. 2001, c. 404 (C.47:1A-7). The GRC may be reached by

Fax at 609-633-6337 or by mail at P.O. Box 819 Trenton, NJ 08625. The GRC Website is: www.nj.gov/grc