

**Request for Public Records
Of the Montclair Board of Education
Essex County**

Requested by: _____ **E-Mail Address:** _____

Address: _____

Phone No: _____ **Signed:** _____

Fax No: _____ **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) _____

To be Completed by the Custodian of Records

Request <i>Approved or Denied</i>	<i>To Be Provided By</i>	<i>Fees Charged</i>
*		
*		
*		
*		

\$ _____

Total Charges

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

1 _____

2 _____

3 _____

4 _____

Deposit if any: \$ _____

Signature of Custodian

Date

This form must be completed and presented to the Custodian of Records between the hours of *8:15 a.m. and 4 p.m., Monday - Friday when offices are normally open*. It may also be faxed to 973-509-4065. 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 PO Box 819, Trenton, NJ 08625. The GRC Website is: www.nj.gov/grc