

**Request For Public Records  
Elizabeth Board of Education  
County of Union**

Requested by: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ Fax No. : \_\_\_\_\_

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

**To be Completed by the Custodian of Records**

**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) \_\_\_\_\_

| <i>Request<br/>Approved or<br/>Denied</i> | <i>To Be<br/>Provided By</i> | <i>Fees<br/>Charged</i> |
|---|------------------------------|-------------------------|
|   |                              |                         |
|   |                              |                         |
|   |                              |                         |
|   |                              | \$ _____                |

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Total Charges: \$ \_\_\_\_\_**

**Deposit if any: \$ \_\_\_\_\_**

\_\_\_\_\_  
**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: IA-7) The GRC may be reached by phone at 609-633-6337 or by mail at P.O. Box 819 Trenton, NJ 08625. The GRC Website is: [www.nj.gov/grc](http://www.nj.gov/grc)