

GOVERNMENT RECORD REQUEST FORM

To: Middlesex County College

Maureen Lawrence, Custodian of Government Records
2600 Woodbridge Avenue
Edison, NJ 08818
E-mail address: publicrecords@middlesexcc.edu

INSTRUCTIONS:

Government records not exempt from public access may be inspected, examined, and copied during regular business hours at the office of the Custodian of Government Records. Copies may be purchased upon payment of the reproduction fee prescribed. Special Service Charges will be added where the requested records are voluminous, are not in the format or medium requested, cannot be reproduced by ordinary document copying equipment, reproduction requires a substantial amount of manipulation, or where extensive use of information technology is required.

Please fully complete all items (1-6) on page 2 of the Government Record Request Form. If you prefer to deliver this form anonymously you must arrange to return to the office of the Custodian of Government Records to pay any fees required and to receive access to the requested documents. A deposit is required from anonymous requestors.

Payment of the applicable Reproduction Fee and any Special Service Charges must be made prior to release and/or access of the record by cash or certified check only.

A statement of your rights to access government records of the College and your rights to appeal a denial of access is set forth on the last page of this request form.

Where additional space is required, you may attach additional sheets to this form.

1. Name of Requestor: _____
2. Address of Requestor: _____

3. Telephone number or other means of contacting the requestor: _____

4. Description of the government record(s) to be *[circle applicable word(s)]* examined and/or reproduced _____

5. If you wish the above records to be duplicated or available for inspection:

a How many copies you wish to receive _____

b. The date and time for inspection or pick-up of the records. This may be done only between the hours of 8:30 a.m.-4:30 pm, Monday through Friday, at Middlesex County College.

Date

Time

6. If you wish the above records to be reproduced by a means other than ordinary copy equipment in ordinary business size and format, describe the special reproduction requested.

[NOTE: A Special Service Charge may be imposed for this service.]

Date Signed

Signature of Requestor

TO BE COMPLETED BY CUSTODIAN OF GOVERNMENT RECORDS

Date form was received: _____

Inspection and/or reproduction of the requested documents is:

Granted _____ Denied _____

Granted in part _____

Describe part denied _____

Reason for denial: _____

The records for which access is granted will be available by: _____

The records cannot be produced within the time otherwise specified because:

Estimated Fees:

Copies @.05 each + _____
(8 1/2 x 11)

Reproduction Fee = \$ _____

FAX & Mail/Hand. Chrgs + \$ _____

Special Service Charge + \$ _____

Deposit Required - \$ _____

Balance Due \$ _____

[Cash or Certified Check Only] Paid Receipt # _____

Date form returned to requestor

Date request fulfilled

Signature of Custodian

NOTICE OF RIGHT TO ACCESS GOVERNMENT RECORDS OF MIDDLESEX COUNTY COLLEGE

The New Jersey Public Access to Government Records Act N.J.S.A. 47:1A et, seq. (the “Act”) requires that the College grant members of the public access to government records as defined in the Act. The Act safeguards from disclosure, proprietary and private records and information.

Requests for government records may be made anonymously.

Upon payment of the applicable fee, the College is required to make government records available within the following time periods:

Immediate access will be provided to budgets, bills, vouchers, contracts, including collective negotiations agreements, individual employment contracts, and public employee salary and overtime information. Immediate access will be provided as soon as reasonably possible following receipt of the request if the record is not being used and is not in archive storage.

Not Later than seven (7) business days after receiving the records request, access will be granted or denied to all other government records provided record is currently available, not in use and not in storage or archived. Failure of the Custodian of Government Records to respond within seven business days after receiving a request is deemed a denial, unless the requestor has elected not to provide a name, address or telephone number, or other means of contacting the requestor, in which case the Custodian of Government Records shall not be required to respond until the requestor reappears before the Custodian seeking a response to the original request.

The requestor is entitled to be advised in advance of the estimated amount of fees and charges to be imposed by the College for the reproduction costs and other special services requested.

Right of Appeal. A person who is denied access to a government record by the Custodian, at the option of the requestor, may institute a proceeding challenging the Custodian’s decision by (1) filing a complaint with the Government Records Council or (2) by filing an action in the Superior Court.

An informational pamphlet produced by the Government Records Council which explains the right of the public to access government records and the methods for resolving disputes regarding access is available. Assistance may also be obtained by calling the toll-free helpline of the Government Records Council or by logging on to that agency’s informational website.