



Borough of Keyport
70 West Front Street
Keyport NJ 07735

Main Number: 732-739-3900
Fax Number: 732-739 8738
vheilweil@keyportonline.com

Request for Access to Government Records

Date Received _____ Date of Response _____

Name of Company _____

Name of Requester _____

Address _____

Email Address _____

Telephone (Day) _____ Fax Number _____

Provide Address & Block/Lot and detail of records requested NOTE: **REQUESTS FOR "ANY AND ALL" ARE VOID PER Bent V. Stafford**

Copy of Minutes: Please specify Dates _____

Copy of Ordinances & Resolutions: Please specify Dates _____

Other: Must provide specific detail NOTE: **REQUESTS FOR "ANY AND ALL" ARE VOID PER Bent v. Stafford**

Municipal Lien Search provided by the designated search officer and will be provided within 15 days after the request is received and the fee is paid, as per N.J.S.A. 54:5-11, et. seq.

Block _____ Lot _____

Please read the following conditions for a records request and acknowledge by signature.

- There will be a copying charge as follows. (pgs 1-10 \$.75, pgs. 11-20 \$.50, pgs 21 and over \$.25) Copies of Audio Tapes/CD \$25 fee per meeting
- This office will attempt to provide the requested records within a reasonable time taking into consideration availability of records and the volume requested.
- Records which are exempt according to NJSA 47:1A-1 will not be disclosed

Estimated Cost of Requested Records \$ _____ # of Pages _____ Final Cost of Request \$ _____

Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that **I HAVE /HAVE NOT** been convicted on any indictable offense under the laws of New Jersey, or any other state, or the United States.

Signature _____ Date _____

For Office Use Only

Received by: _____ **Approved to Disclose Above Records**

Date Received _____ Yes _____ No _____

(Municipal Clerk's Office) (Date)

Important Information Please Read:

1. This form should only be used to submit records requests to the **Borough of Keyport**.
2. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the **Borough of Keyport**, that officer or employee may not have the authority to accept you request form on behalf of the **Borough of Keyport** and your request will be directed to the appropriate division custodian. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the **Borough of Keyport** request form, or attempt to make a request for access by telephone; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges, or other additional charges authorized by the State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the **Borough of Keyport**.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
6. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The **Borough of Keyport** records custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or victim's family.
8. By law, the **Borough of Keyport** must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
9. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
10. If the **Borough of Keyport** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
11. If your request for access to a government record has been denied or unfiled within the time permitted by law, you have a right to challenge the decision by the **Borough of Keyport** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-8500 511, by mail, at PO Box 819 Trenton, NJ, 08625, by email at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.