

**REQUEST FOR PUBLIC RECORDS  
OF THE POINT PLEASANT BOARD OF EDUCATION  
OCEAN COUNTY, NEW JERSEY**

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE/FAX: \_\_\_\_\_

*Have you ever been convicted of a crime?* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No*

*If yes, please list the names of the victims and their families.* \_\_\_\_\_

Circle Preference	Please Print a Brief Description of the Record(s) Requested	<i>To Be Completed by Custodian of Records</i>		
		Request Approved/Denied	To Be Provided By	Fees Charged
1. View/Print				
2. View/Print				
3. View/Print				
4. View/Print				
5. View/Print				
<b>TOTAL FEES CHARGED</b>				

If request is denied, the reasons follow:

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

This form must be completed and presented to the Office of the Board Secretary between the hours of 9:00 a.m. and 4:00 p.m., Monday-Friday when offices are normally open. Within 24 hours, a Board Official will determine appropriate fees, if applicable, to be charged for this request. Fees must be paid in advance. 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 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 established pursuant to Section 8 of P.L. 2001, c404 (C.437:1A&)

***I ATTEST THAT ALL THE FOREGOING INFORMATION IS TRUE.***

\_\_\_\_\_  
SIGNATURE OF REQUESTOR

\_\_\_\_\_  
SIGNATURE OF CUSTODIAN

\_\_\_\_\_  
DATE