



County of Monmouth

Governmental Records Request Form

New Jersey law (C.47:1A-1 et seq), effective July 8, 2002, provides that certain government records shall be made available to the public for inspection, examination, and copying. Record requesters are required to complete this form and submit the same to the custodian of records. The custodian is required to provide the requestor with a signed and dated copy of the original form and indicate to the requester the date that the record shall be available. Access to the government shall be granted or denied by the custodian as soon as possible but not later than seven (7) business days or the custodian shall inform the requester within seven (7) business days as to when the same will be made available or denied. If the requested record, or a part thereof, will not be produced by the custodian the reason shall necessarily be stated on this form. If the requestor believes their request has been unlawfully denied, requester retains the right to appeal custodian's decision to the New Jersey Government Records Council or directly to the New Jersey's Superior Court, Monmouth County. The New Jersey's Government Record Council is available online at www.nj.gov/grc.

Requester Information

Requester's Name: _____

Address: _____

Phone Number: _____

Description of Government Record Sought:

Type of Access (examination, inspection, copying):

Medium requested:

- Paper Copy
 Other (Please Specify) _____

Has Requester ever been convicted of an indictable offense?

(An affirmative answer to this question may serve as a grounds to deny records request)

- YES
 NO

Custodian Information (To be filled out by Custodian)

Name: _____

Department: _____

Date Received Request: _____

Requested Records will be available: Yes No

If yes, requested record will be available on this date: _____

If no, list reasons for custodian's denial and date of denial:

Date of Denial: _____

Fees charged for processing record request:

\$.05 per page for letter-sized copies

\$.07 per page for legal-sized copies

Custodian reserves the right to charge special service fee for extraordinary requests and to require prepayment of fees and/or deposit).

Deposit required for special fee: \$ _____

Requester Signature: _____

Date: _____

Custodian Signature: _____

Date: _____

Return Form to:

Bruce Gollnick, Assistant Director
Monmouth County Park System
805 Newman Springs Road
Lincroft, NJ 07738

Phone: 732-842-4000, Ext. 4216

Fax: 732-842-4162