

# CRANBURY PUBLIC LIBRARY

## Government Records Request Form

### Important Notice

Attached to this form are guidelines that contain important information related to your rights to access government records. Please read them carefully. In addition please note that: 1) We cannot accept credit cards for payment; 2) The web site [http://www.nj.gov/grc/public\\_info.html](http://www.nj.gov/grc/public_info.html) provides information, e-mail links and other resources that you should find helpful in preparing your request.

PLEASE PRINT OR TYPE INFORMATION

**Request Number:** \_\_\_\_\_

### Requestor Information (See Attached Guidelines)

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Daytime Telephone Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Preferred Delivery: US Mail \_\_\_\_\_ Pick Up \_\_\_\_\_ On site review \_\_\_\_\_

Under Penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** (circle one) been convicted of an indictable offense under the laws of the State of New Jersey, or any other state, or the United States.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Payment Method & Authorization

Select Method of Payment:

Cash \_\_\_\_\_ Check \_\_\_\_\_  
Money Order \_\_\_\_\_

### Duplication Fees

Pages 1-10 \$0.75 each  
Pages 11-20 \$0.50 each  
Over 21 Pages \$0.25 each

Number of Pages:

Extra Service Charges may apply depending upon the nature of your request.

Estimated Extra Service Charge (if needed):  
\_\_\_\_\_

### Record Request Information (See Attached Guidelines)

To expedite your request be as specific as possible (e.g., dates, name of document, etc.). Attach additional pages as necessary.

### SUBMIT YOUR REQUEST:

By Mail:  
Your completed form may be mailed to the records custodian. Mark your envelope:  
**Director**  
**Cranbury Public Library**  
**30 North Main St.**  
**Cranbury, NJ 08512**

By Hand Delivery:  
Your completed form may be hand delivered to the records custodian. Mark your envelope:  
**Attention Director**  
**Cranbury Public Library**  
**30 North Main St.**  
**Cranbury, NJ 08512**

**CRANBURY PUBLIC LIBRARY**  
Response to Request

Approved \_\_\_\_\_ Approved with Conditions\* \_\_\_\_\_ Denied\* \_\_\_\_\_

\*Reason for Approval with Conditions or Denial:

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Date Request Received: \_\_\_\_\_

What requests will be made available? \_\_\_\_\_  
\_\_\_\_\_

Format of information provided: \_\_\_\_\_

When will records be available? \_\_\_\_\_

Were there any special services Involved? YES\* or NO

\*If YES, what were they: \_\_\_\_\_  
\_\_\_\_\_

Fees to be charged: \_\_\_\_\_

Date Request Completed: \_\_\_\_\_

Other Notes:

Records Custodian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## *General Guidelines for Public Access to Government Records*

*Please read carefully!*

1. State Law requires that in order to request access to government records, you must complete, sign and date this request form and deliver it in person or by mail during regular business hours to the records custodian. The Cranbury Public Library will not accept submission of a request form by telephone, fax or e-mail. Your request is not considered filed until the request form has been received by the records custodian. If you submit the request form to any other officer or employee of the Cranbury Public Library, that officer or employee does not have the authority to accept your request form on behalf of the Cranbury Public Library and you will be directed to the records custodian.
2. If you 1) submit a request for access to government records to someone other than the records custodian; or 2) do not complete the Cranbury Public Library request form; or 3) make a request for access by telephone, fax or e-mail, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. 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 State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to: Cranbury Public Library.
4. Requests with estimated fees exceeding \$25 may require a 50% deposit. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
5. By State Law, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other state, or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
6. By law, the Cranbury Public Library must notify you that it grants or denies a request for access to government records within 7 business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage or archived. If the record requested is not currently available or is in storage or archived, the custodian will advise you within 7 business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for granting or denying your request or making records available.
7. You may be denied access to a government record if your request would substantially disrupt Cranbury Public Library operations and the custodian is unable to reach a reasonable solution with you.
8. If the Cranbury Public Library 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.
9. Except as otherwise provided by law or by agreement with the requestor, if the custodian of the record requested fails to respond to you within 7 business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.
10. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the Cranbury Public Library to deny access. At your option, you may either file a complaint in writing with the Government Records Council (GRC) located in the Department of Community Affairs or institute a proceeding in the Superior Court of New Jersey. You may contact the GRC at 866-850-0511(toll free) or 609-292-6830 or online at [www.nj.gov/grc](http://www.nj.gov/grc).
11. Information provided on the request form may be subject to disclosure under the Open Public Records Act.