

**Attention: Borough Clerk
Borough of Madison
50 Kings Road
Madison, NJ 07940**

Fax (973) 593-0125

Phone (973) 593-3042 ext. 3342

REQUEST FOR PUBLIC RECORDS

FOR MUNICIPAL USE ONLY

DATED RECEIVED _____ DATE RESPONSE/DOCUMENTS PROVIDED _____

APPLICANT, PLEASE SEE INSTRUCTIONS ON OTHER SIDE AND COMPLETE BELOW:

DATE OF REQUEST _____

APPLICANT NAME _____

ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

I WISH TO REVIEW THE RECORD(S) AND/OR I WISH COPIES OF THE RECORD(S)

INFORMATION REQUESTED - PLEASE DESCRIBE IN DETAIL:

ADDITIONAL INFORMATION NEEDED WHEN REQUESTING POLICE DEPARTMENT INCIDENT REPORTS: (PLEASE NOTE, FOR ACCIDENT REPORTS GO DIRECTLY TO POLICE DESK, NO NEED TO FILL OUT THIS FORM.)

DATE OF INCIDENT: _____ APPROXIMATE TIME: _____

DATE REPORTED TO POLICE: _____

NAME OF PERSON ON REPORT _____

WHAT TYPE OF INCIDENT, OR POLICE REPORT NUMBER _____

LOCATION OF INCIDENT: _____

CERTIFICATION

THE APPLICANT HEREBY ACKNOWLEDGES RECEIPT OF A COPY OF THIS FORM, WHICH SERVES AS A RECEIPT OF ANY DEPOSIT. THE APPLICANT HEREBY CERTIFIES THAT HE OR SHE HAS NOT BEEN CONVICTED OF ANY INDICTABLE OFFENSE UNDER THE LAWS OF THIS STATE, OR ANY OTHER STATE OR THE UNITED STATES AND IS NOT SEEKING GOVERNMENT RECORDS CONTAINING PERSONAL INFORMATION PERTAINING THE VICTIM OR THE VICTIM'S FAMILY AS PROVIDED BY *N.J.S.A. 47:1A-1 ET SEQ.*

SIGNATURE OF APPLICANT _____

Instructions

A request for a copy of Public Records should be submitted on this form, which has been adopted by the Borough Clerk as the Custodian of Records. The requested record may be inspected, examined, and copied only during regular business hours. Some records will be available within seven (7) business days provided that the record is currently available and not in storage or archived. If any document or copy that has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by New Jersey law. However, you may inspect a readily available document during normal business hours without charge. In general:

Except as otherwise provided by law, the fee assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page. For a police accident report there is an additional fee when the request is not made in person of \$5.00 for the first 3 pages and \$1.00 for each additional page, as provided by *N.J.S.A. 39:4-131*. If producing the requested records for "review" and/or "copy" requires more than 1 hour of research/preparation, a fee for time will be charged at the rate provided by Borough Code §147-3 of \$60/hr supervisor or \$40/hr non-supervisor in addition to any copy fee; a minimum deposit of 1 hour fee shall be paid to the Borough in advance as a deposit.

Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Borough Attorney. The time to reply to the request will run from the date the Borough Clerk receives the determination from the Borough Attorney or a Court Order that the records should be provided.

The term "public records" generally includes those records determined to be public in accordance with *N.J.S.A. 47:1A-1*. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

BOROUGH CLERK SIGNATURE _____

DATE _____ **DEPOSIT RECEIVED** _____