

**Request for Public Records**  
of the Warren Township Board of Education  
Somerset County, NJ

Requested by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and/or Fax: \_\_\_\_\_

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

To be Completed by the Custodian of Records

Clearly print a brief description of the record(s) requested:

(circle one)

1. (view or copy) \_\_\_\_\_

2. (view or copy) \_\_\_\_\_

3. (view or copy) \_\_\_\_\_

4. (view or copy) \_\_\_\_\_

<i>Request Approved or Denied</i>	<i>Date To Be Provided By</i>	<i>Fees Charged</i>
*		
*		
*		
*		

\$

Total Charges

\*If Request is denied, the reasons for denial follow:

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

\_\_\_\_\_  
Signature of Custodian

\_\_\_\_\_  
Date

This form must be completed and presented to the Custodian of Records between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, when offices are normally open. A determination as to any fees charged will be made by the Custodian of Records. A deposit may be required upon acceptance of this request. 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 for public records who is denied such 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, filing a complaint with the Government Records Council established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7). The GRC may be reached by Phone at 609/292-6830 or my mail at P.O. Box 819, Trenton, NJ, 08625. The GRC website is: [www.nj.gov/grc](http://www.nj.gov/grc).