

Request for Public Records

Date and Time Received: \_\_\_\_\_

Butler Board of Education  
County of Morris  
38 Bartholdi Avenue  
Butler, NJ 07405

Phone: 973-492-2025  
Fax: 973-492-1016

Requested by: (please print) \_\_\_\_\_

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

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

Signature: \_\_\_\_\_ (Date) \_\_\_\_\_

Clearly Print a brief description of the record(s) requested: \_\_\_\_\_ To be completed by the Custodian of Records

<i>(circle)</i>	<i>Request Approved or Denied</i>	<i>To be Provided by</i>	<i>Fees Charged</i>
1. (view or copy)			
2. (view or copy)			
3. (view or copy)			
4. (view or copy)			

Deposit (if any) \$ \_\_\_\_\_ Total Charges: \$ \_\_\_\_\_

If Request is denied, the reasons for denial follow:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_ Signature of Custodian \_\_\_\_\_
4. \_\_\_\_\_ Date \_\_\_\_\_

This form must be completed and presented to the Custodian of Records between the hours of 8:00 a.m. and 3:30 p.m. Monday – Friday when offices are normally open. A determination as to any fees charges 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 of 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, file a complaint with the Government Records Council (GRC) established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7). The GRC may be reached by Fax at 609-633-6337 or by mail at P.O. Box 819 Trenton, NJ 08625. The GRC Website is: [www.nj.gov/grc](http://www.nj.gov/grc)