

Lumberton Township Board of Education  
33 Municipal Drive  
Lumberton, NJ 08048

GOVERNMENT RECORD REQUEST FORM

All persons requesting access to government records must complete this form and either hand in or mail the form to the address listed above. All items must be printed or typed. The custodian of government records must review the request and requested documents before the requestor is permitted access to the document(s). If copies are requested, fees for documents to be copied must be prepaid. Checks must be made payable to the Lumberton Township Board of Education. Provided that a requested record is not in storage or archived, access must be granted or denied within seven (7) business days of the Custodian's receipt of the request.

Date of request: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

Address of person making request: \_\_\_\_\_

Telephone number of requestor: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Brief description of document(s) requested: \_\_\_\_\_

Number of copies requested of document(s): \_\_\_\_\_

Signature of the requestor: \_\_\_\_\_

\*\*\*\*\*FOR DISTRICT USE ONLY\*\*\*\*\*

Date request received: \_\_\_\_\_

Name of record(s) made available: \_\_\_\_\_

Date record(s) made available: \_\_\_\_\_

Total fees charged for copying: \_\_\_\_\_

Letter Size: Number of Pages \_\_\_\_\_ @ \$.05 per page = \_\_\_\_\_

Legal Size: Number of Pages \_\_\_\_\_ @ \$.07 per page = \_\_\_\_\_

Request for the following record(s), or portion thereof is denied: \_\_\_\_\_

Reason(s) for denial: \_\_\_\_\_

Printed name of Custodian of Government Records: \_\_\_\_\_

Signature of Custodian of Government Records: \_\_\_\_\_

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

The requestor may appeal a denial of access in Superior Court or by filing a complaint with the Government Records Council of the New Jersey Department of Community Affairs.