Long Branch Board of Education
Long Branch, New Jersey 07740

All requests for government records must be made by completing the form below. The Long Branch Board of Education will respond to the request within seven (7) business days of receipt of the request. Records shall not include any social security numbers, credit card numbers, unlisted telephone numbers or driver license numbers. All requests are to be submitted on this form to the appropriate administrative office located at 540 Broadway, Long Branch, New Jersey.

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 established pursuant to Section 8 of P.L. 2001,c.404 (C.47:1A-7).

REQUEST FOR GOVERNMENT RECORDS

Requested by:_____ Date:_____

Address:_____
STREET CITY STATE ZIP

Telephone Number (_____)_____
Area Code

Type of Record(s) Requested:_____

_____

_____

_____

TO BE COMPLETED BY CUSTODIAN OF RECORDS

Date Request Received:_____ Received by:_____

Record(s) Available:_____

Fee(s): $.05 per page for letter sized pages and smaller; $.07 per page for legal sized pages and larger: _____

Custodian of Records Authorization: _____Approved _____Denied

Custodian of Records Signature:_____ Date:_____

TO BE COMPLETED BY REQUESTOR

Records Received by:_____ Date:_____
(signature)