

# REQUEST FOR PUBLIC RECORDS

Leonia Public Schools  
570 Grand Avenue, Leonia, NJ 07605

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

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

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

Signed: \_\_\_\_\_

*Date*

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) \_\_\_\_\_

### TO BE COMPLETED BY THE CUSTODIAN OF RECORDS

Request Approved or Denied	To Be Provided By	Fees Charged
		Approx. \$.05/ltr \$.07/leg.
		Approx. \$.05/ltr \$.07/leg.
		Approx. \$.05/ltr \$.07/leg.
		Approx. \$.05/ltr \$.07/leg.

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

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

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

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

This form must be completed and presented to the Custodian of Records, 570 Grand Avenue, between the hours of 9:00 a.m. and 3:00 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 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 Record Council (GRC) established pursuant to Section 8 of P.L. 2001, c404 (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 [http:// www.nj.gov/grc](http://www.nj.gov/grc)