

CITY OF JERSEY CITY
Office of the City Clerk
CITY HALL
280 GROVE STREET
JERSEY CITY, NEW JERSEY 07302

REQUEST FOR PUBLIC RECORDS FORM, PART A

DATE FORM RECEIVED: _____

A request for a copy of Government records should be submitted on this form which has been adopted for use by the City of Jersey City. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within seven (7) business days, you will be provided with a response with that information within seven (7) business days. Some records requested have specific fees or other response time established by statute and that information is set forth on this form or will be included in any response to the request. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically.

Name of Requestor _____

Address _____

Telephone [Day] _____

Information Requested:

Copy of Minutes [specify board or entity, date, topic or other identifying information.]

Copy of Ordinance or Resolution [specify date, number, or other identifying information.]

Other Records [specify date, number, or other identifying information.]

Other Records (continued)

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit _____
[required where the anticipated cost of reproduction exceeds \$5.00]

The public records will normally be available in accordance with P.L. 2001,c. 404, within seven (7) business days. Some records will be immediately available. In general:

- a. Immediate access ordinarily shall be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved by the Council or Board;
- b. Records which are not readily available or which will require a search of records will be made available as soon as possible and the Requestor will be provided with an interim report within seven (7) business days indicating the amount of time which will be required to complete the search of records;
- c. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page;
- d. Where a request for a copy is in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs involved in providing the copy in the format requested.
- e. Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Jersey City Law Department and will generally be provided immediately after the City Clerk receives the determination from the Law Department or a court that the records should be provided.

The term "government records" generally includes those records determined to be accessible in accordance with P.L. 2001, c. 404. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The Requestor hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The Requestor hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining to a victim or a victim's family as provided by P.L. 2001, c. 404.

This completed form, when signed by a City Clerk shall constitute a receipt for the deposit made by the Requestor.

SIGNED BY
REQUESTOR: _____ **DATE:** _____

(print & sign name above)

SIGNED BY
CITY CLERK: _____ **DATE:** _____
Robert Byrne, City Clerk

CITY OF JERSEY CITY

**Office of the City Clerk
CITY HALL
280 GROVE STREET
JERSEY CITY, NEW JERSEY 07306**

REQUEST FOR PUBLIC RECORDS FORM, PART B

TO: _____

DATE: _____

The documents listed below and requested by you are not being provided because the document or documents are not government records as provided by law, or, are exempt from disclosure, for the following reason(s):

You have the right to appeal the decision that the document or documents are not government records. You may file your appeal with Hudson County Superior Court or the Government Records Council as provided by P.L. 2001, c. 404. If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

Date

Robert Byrne, City Clerk

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above for which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for filing an appeal of the determination.

Date

Requestor