



State of New Jersey  
**Township of Parsippany-Troy Hills**  
**GOVERNMENT RECORDS REQUEST FORM**



**Important Notice**

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

**REQUESTOR INFORMATION – PLEASE PRINT**

NOTE: Information provided on this form may be subject to disclosure under the Open Public Records Act (OPRA.)

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Business Hours Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site Inspect \_\_\_\_\_

**Check One:** Under penalty of N.J.S.A. 2C:28-3, I certify that I  **HAVE** /  **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Record Request Information:** To expedite the request, **be as specific as possible in describing the records** being requested. Also, please check the type of access requested:  **copying** or  **inspection**.

**AGENCY USE ONLY**

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Est. Document Cost	_____
Est. Delivery Cost	_____
Est. Extras Cost	_____
Total Est. Cost	_____
Deposit Amount	_____
Estimated Balance	_____
Deposit Date	_____

**Disposition Notes**  
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress	-	Open	_____
Denied	-	Closed	_____
Filled	-	Closed	_____
Partial	-	Closed	_____

Tracking Information		Final Cost	
Rec'd Date	_____	Total	_____
Ready Date	_____	Deposit	_____
Total Pages	_____	Balance Due	_____
		Balance Paid	_____
<b>Records Provided</b>			
_____		_____	
Custodian Signature		Date	

## Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

### INSTRUCTIONS AND GENERAL INFORMATION

Submit request to the Municipal Clerk (Custodian of Records), 1001 Parsippany Blvd., Parsippany, New Jersey 07054. A request via facsimile transmission must be sent to 973-299-7985. 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 during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. However, pursuant to Township Ordinance #2002:36, a special service charge will apply when an extraordinary expenditure of time and effort is required to accommodate the request. This service charge shall also apply to time spent by the custodian of records or his or her designee in supervising the review of records. The requestor shall have the opportunity to review and object to the special service charge prior to it being incurred. In general:

- Immediate access is ordinarily available 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.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of standard-sized paper documents up to 8½ by 14 inches in size shall be as follows:  
1 to 2 pages – no charge; 3 to 10 pages – \$0.75 per page; 11 to 20 pages – \$0.50 per page; all pages over 20 – \$0.25 per page. There will be a minimum mailing charge of \$0.50 in addition to any photocopying charges. Additional mailing charges will be assessed where the size or weight of the requested documents(s) so requires.
- Where a request is for a copy 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 of producing the format requested.
- A deposit against costs for reproducing documents may be required.
- 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 Municipal Attorney.

The term “public records” generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. 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 inter-agency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

If your request for access to a government record has been denied or unfiled within the time permitted by law, you have a right to challenge the decision. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law.