

JACKSON TOWNSHIP BOARD OF FIRE COMMISSIONERS
DISTRICT #3
200 Kierych Memorial Drive
Jackson, NJ 08527

REQUEST FOR PUBLIC RECORDS

NAME: _____

ADDRESS: _____

TELEPHONE (DAY) _____

INFORMATION REQUESTED: (SPECIFY) _____

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The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Current Fee Schedule as prescribed by law:
(a) First page to tenth page, \$0.75 per page
(b) Eleventh page to twentieth page, \$0.50 per page;
(c) All pages over twenty, \$0.25 per page.

The public records requested will normally be available within seven (7) business days, except that:

- 1). Minutes of public meetings will be available after the minutes have been approved by the Board at their regular business meeting on the Third Monday of each month.
- 2) 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 amount of time which will be required to complete the search of the records.

- 3) Where a legal determination must be made as to whether records are “public records”; the time to provide copies will run from the date that the District clerk receives the determination from the District’s attorney or a Court Order that the records should be provided.

The term “public records” generally includes those records which the Board of Fire Commissioners is required by law to maintain. The term does not include employee personnel files, police investigations records, public assistance files, EMS records, Fire Records or other matters in which there is a right of privacy or confidentiality.

THE APPLICANT 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. THIS COMPLETED FORM, WHEN SIGNED BY THE DISTRICT CLERK SHALL CONSTITUTE A RECEIPT FOR THE DEPOSIT MADE BY THE APPLICANT.

_____,
Applicant

District Clerk

DATE: _____

DATE: _____