

Bernardsville Public Library
Administrative Records Request Form

Adopted December 12, 2006

Revised October 19, 2010

The term “public records” generally include those records determined to be public in accordance with N.J.S.A. 47:1A1-1. 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 which is specifically exempted by law. 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.

FEE FOR COPIES, RECORDS AND SERVICES

- Records Searched by Personnel
 - Supervisory (\$30/hour)
 - Clerical (\$25/hour)
- Library Maps/Blueprints copies up to 11”x17” (7 cents per page)
- Library Board of Trustees Meeting Minutes copies (5 cents per page)
- Other Internal Meeting Minutes copies (5 cents per page)
- Library Policies or Procedures copies (5 cents per page)
- Other _____ (\$_____ per page)

Please note that many of these documents are available with no fee via the library website www.bernardsvillelibrary.org.

Please note that copyrighted materials may not be photocopied by library staff.

Describe in detail the document(s) requested (include date, names, type of document, subject matter and any other identifying information). Please state whether all or a portion of the document is requested.

For Internal Use – Do Not Write in this Box

Most records will be available within 7 business days. The information requested will be ready on: _____.

If any document or copy requested is not a public record or cannot be provided within 7 business days, you will be notified in writing within the 7 business days.

Estimated Number of Pages _____
Estimated Cost _____
Postage (if applicable) _____
Deposit (required to cover postage) _____

Actual Cost _____
Balance Due _____

Date Records Provided _____
Records Request Denied because _____

Note: You may appeal a decision to deny access to records through the Library Board of Trustees.

Official Signature _____
When signed by the library official, this form shall constitute a receipt for any deposit received.

The applicant hereby acknowledges receipt of a copy of this form.

Requestor's Name: _____ Date: _____

Address: _____

Phone: _____ E-Mail: _____

I will pick up documents Mail me documents E-mail documents if possible