

**HAZLET TOWNSHIP BOARD OF EDUCATION**  
**421 Middle Road, Hazlet, NJ 07730**

**GOVERNMENT RECORD REQUEST FORM**

All persons requesting access to government records must fill out this form and either hand in or mail the form to the address listed above. All items must be printed or typed. The custodian of government records must review the request and requested documents before the requestor is permitted access to the document(s). If copies are requested, fees for documents to be copied must be prepaid. Checks must be made to the Hazlet Township Board of Education. Provided that a requested record is not in storage or archived, access must be granted or denied within 7 business days of the request. The requestor may appeal a denial of access in Superior Court or by filing a complaint with the Government Records Council of the New Jersey Department of Community Affairs.

Date of request:	
Name of person making request:	
Address of person making request:	
Telephone number of requestor:	
Brief description of document(s) requested:	
Number of copies requested of document(s):	
Signature of the requestor:	

<b><u>FEE SCHEDULE</u></b>		
Letter size	\$ .05 per page	_____ x <u>\$ .05</u> = _____
Legal size	\$ .07 per page	_____ x <u>\$ .07</u> = _____
Postage		_____
<b>TOTAL</b>		_____

Note: No public record may be removed from the office in which it is maintained

**FOR DISTRICT USE ONLY**

Date request received: \_\_\_\_\_

Name of record(s) made available: \_\_\_\_\_

\_\_\_\_\_

Date record(s) made available: \_\_\_\_\_

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Request for the following record(s), or portion thereof is denied: \_\_\_\_\_

\_\_\_\_\_

Reason(s) for denial: \_\_\_\_\_

\_\_\_\_\_

Printed name of Custodian of Government Records: Christopher J. Mullins

Signature of Custodian of Government Records: \_\_\_\_\_

Date: \_\_\_\_\_