



**CITY OF LINWOOD
REQUEST FOR GOVERNMENT RECORDS FORM**

400 Poplar Avenue
Linwood, New Jersey 08221
Phone: (609) 927-4108
Fax: (609) 653-2730



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

Name _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

Phone (____) _____

Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____

Circle 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.

Signature of Requestor _____ Date _____

DOCUMENTS REQUESTED (Be as specific as possible, include dates where applicable.)

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SUBMIT THIS FORM TO: The City of Linwood Municipal Clerk, 400 Poplar Avenue, Linwood, NJ 08221

Payment Information

Maximum Authorization Cost \$ _____

Fees: \$0.05 per letter size page or smaller
\$0.07 per legal size page or larger

Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Extraordinary service fees dependent upon request.

FOR MUNICIPAL USE ONLY

| | |
|----------------------------------|-------------------------|
| Date Received: _____ | Date of Response: _____ |
| Estimated Cost: _____ | Deposit Amount: _____ |
| Estimated Number of Pages: _____ | Available On: _____ |

Access is denied to the following records for the reason stated below:

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| | |
| | |
| _____ <i>Signature of Custodian</i> | _____ <i>Date</i> |

PUBLIC ACCESS TO GOVERNMENT RECORDS

1. To better understand and document your request, the City of Linwood asks that you complete, sign and date this request form. You should deliver it in person, by mail or electronically during regular business hours to the Municipal Clerk. Your request is not considered filed for purposes of OPRA until it has been received by the Municipal Clerk. No other officer or employee of the City of Linwood has authority to accept a request on behalf of the Municipal Clerk.
2. If you submit a request for access to government records to someone other than the Municipal Clerk, or attempt to make a request for access by telephone, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of a government records in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the City of Linwood.
4. Requests with estimated fees exceeding \$25 must be accompanied by a 50% deposit. Payment in full is required before delivery of copies.
5. By law, the City of Linwood must notify you that it grants or denies a request for access to government records within 7 business days after the Municipal Clerk receives the request, provided that the record is currently available and not in storage or archived. If the record requested is not currently available or is in storage or archived, the Municipal Clerk will advise you within 7 business days when the record can be made available and the estimated cost. You may agree with the Municipal Clerk to extend the time for granting or denying your request or making records available.
6. You may be denied access to a government record if your request would substantially disrupt agency operations and the Municipal Clerk is unable to reach a reasonable solution with you.
7. If the City of Linwood is unable to comply with your request for access to a government record, the Municipal Clerk will indicate the reasons for denial on the request form and send you a signed and dated copy.
8. Except as otherwise provided by law or by agreement with the requestor, if the Municipal Clerk fails to respond to you within 7 business days of receiving a written, signed request, the failure to respond will be considered a denial of your request.
9. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge a decision by the City of Linwood to deny access. 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) located in the Department of Community Affairs. You may contact the GRC as follows: toll free (866) 850-0511; direct: (609) 292-6830; fax: (609) 633-6337; e-mail: grc@dca.nj.state.us; web site: www.nj.gov/grc
10. Information provided on this form may be subjected to disclosure under the Open Public Records Act.