

To: Brookdale Community College
Attn: Robert Francis, Custodian of Government Records
765 Newman Springs Road, Lincroft NJ 07738
732-224-2223 – rfrancis@brookdalecc.edu

REQUEST FOR GOVERNMENT RECORD

INSTRUCTIONS:

Government records not exempt from public access may be inspected, examined and copied during regular business hours at the Office of the Custodian of Government Records. Copies may be purchased upon payment of the reproduction fee prescribed.

Special Service Charges will be added where the requested records are voluminous, are not in the format or medium requested, cannot be reproduced by ordinary document copying equipment, reproduction requires a substantial amount of manipulation or where extensive use of information technology is required.

Completion of items 1, 2 and 3 is optional. If you prefer to deliver this form anonymously, you must arrange to return to the Office of the Custodian of Government Records to pay any fees required and to receive access to the requested documents. A deposit may be required from anonymous requestors.

Payment of the applicable Reproduction Fee and any Special Service Charges must be made prior to release or transmission of the record.

A statement of your rights to access government records of the College and your rights to appeal a denial of access is set forth on the last page of this request form.

Where additional space is required, you may attach additional sheets to this form.

1. Name of Requestor _____
2. Address of Requestor _____
3. Telephone number or other means of contacting the requestor _____
4. Description of the government records to be (circle applicable words) examined, reproduced, transmitted:

5. If you wish the above records to be duplicated or transmitted, indicate:
- a. How many copies you wish to receive _____
 - b. Check the method of receiving the record(s) and provide an address/number:

Records will be picked up ____
Mail _____
Fax _____
E-mail _____
Other _____

6. If you wish the above records to be reproduced by a means other than ordinary copy equipment in ordinary business size and format, describe the special reproduction requested. (NOTE: A Special Service Charge may be imposed for this service.)
7. If the records are not electronically formatted and you wish the College to convert the records to electronic format, describe the conversion and transmission format you are requesting. (NOTE: A Special Service Charge may be imposed for this service.)

Date Signed

Signature of Requestor

THE SECTION BELOW IS TO BE COMPLETED BY THE CUSTODIAN OF
GOVERNMENT RECORDS

Date form was received

Method of delivery of request to Custodian

Inspection, reproduction, transmittal of the requested documents is

GRANTED_____ DENIED_____

GRANTED IN PART _____(DESCRIBE PART DENIED)_____

REASON FOR DENIAL

The records for which access is granted will be available by _____

The records cannot be produced within the time otherwise specified because

Reproduction Fee \$ _____
Special Service Charge \$ _____
Deposit Required \$ _____

Date form returned to requestor

Date request fulfilled

Signature of Custodian