

**THE TOWNSHIP OF BOONTON
MORRIS COUNTY, NEW JERSEY**

**Headquarters
(973) 402-4000
Fax: (973) 402-4025**



**John R. Speirs
Chief of Police
(973) 402-4023**

REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS

Date Received: _____

Date of Response: _____

SEE INSTRUCTIONS ON PAGE 2

Name: _____

Address: _____

Telephone [Day] _____

Information Requested:

Police Investigation _____

Police Accident Report
Identify Accident: _____

Other [Specify]

A request for access to or for a copy of Government records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within (7) business days, you will be provided with a response with that information within the (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- 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 time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fees assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page; for a police accident report there is an additional fee when request is not made in person of \$5.00 for the first 3 pages and \$1.00 for each additional page, as provided by *N.J.S.A. 39:4131*.
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- 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.

The term "public records" generally includes those records determined to be public in accordance with *N.J.S.A. 47:1A-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 interagency or intra-agency advisory, consultative, or deliberate material or other material which is specifically exempted by law.

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. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by [N.J.S.A. 47JA-1](#) et seq..

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

The information requested will be ready on _____.

Estimated Number of Pages _____.

Estimated Cost _____.

Deposit _____.

[required where the anticipated cost of reproduction. exceeds \$5.00]

Applicant

Municipal Official

Date: _____

Date: _____

<http://www.boontontownship.com/>

PUBLIC RECORDS REQUEST RESPONSE

TO : _____

DATE : _____

The document or documents listed below and requested by you are not being provided because the Document or documents are not public records as provided by law, for the following reason.

You have the right to appeal the decision that the document or documents are not public records. You may take your appeal to the Governmental Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1.et seq., if your request has been denied, a statement of the procedures for the appeal will be attached.

Date: _____
Municipal Custodian of Records

ACKNOWLEDGEMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

Date: _____
Applicant