

# OPEN PUBLIC RECORDS ACT REQUEST FORM

Ocean City Free Public Library  
1735 Simpson Ave.  
Ocean City, NJ 08226  
(609)399-2434

## For Library Use Only

Date Received \_\_\_\_\_

Date Responded \_\_\_\_\_

### Requestor (please print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email (if you want requested information sent digitally): \_\_\_\_\_

Maximum Authorized Cost  
\$ \_\_\_\_\_

Photocopying - \$.05/page  
Delivery/Postage Fees  
Other materials (CD, DVD,  
Flash Drive, etc) – Cost

Digital copies / email - Free

**INFORMATION REQUESTED (Please be as specific and detailed as possible. If additional space is needed, please attach a separate)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Delivery: Pick Up \_\_\_\_\_ US Mail (Postage) \_\_\_\_\_ On-Site Inspection \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature / Date

\_\_\_\_\_  
Library Director Signature / Date

### Response

The document (s) 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(s):

\_\_\_\_\_

\_\_\_\_\_

You have the right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government 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 procedures for appeal will be attached to this notification

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 for any appeal of the determination.

Requestor \_\_\_\_\_ Date \_\_\_\_\_