

**Request for Public Records
of the Margate Board of Education
County of Atlantic**

Requested by: _____

Address: _____

Phone and/or Fax: _____

Signed: _____ Date _____

To be Completed by the Custodian of Records

	Request Approved or Denied	To Be Provided By	Fees Charged
1. _____	*		
2. _____	*		
3. _____	*		
4. _____	*		

Clearly print a brief description of the record (s) requested:

1. _____
2. _____
3. _____
4. _____

*If Request is denied, the reasons for denial follow:

1. _____
2. _____
3. _____
4. _____

Total Charges \$ _____

Signature of Custodian _____ Date _____

This form must be completed and presented to the Office of The Superintendent between the hours of 8 a.m. and 4 p.m., Monday - Friday when offices are normally open. Within 24 hours, a Board Official will determine appropriate fees, if applicable, to be charged for this request. Fees must be paid in advance. Requested records will be made available as soon as possible but not later than seven business days after receiving the request provided that the record is currently available and not in storage or archived. A person making a request of public records who is denied such access, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7)