

OPEN PUBLIC RECORDS ACT (OPRA)

BOROUGH OF RINGWOOD

Municipal Building
60 Margaret King Avenue
Ringwood, NJ 07456
Telephone: (973) 962-7037
Facsimile: (973) 962-1594

A request for a copy of Public Records should be submitted on this form, which has been adopted by the Municipal Clerk as the Custodian of Records. Most records will be made available during normal business hours. Some records requested have specific fees or other response times established by statute. There is no fee involved in inspecting a document during normal business hours.

The term “public records” 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 which is specifically exempted by law.

In General:

- Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective negotiations agreements, individual employment contracts, 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 you will be provided with a 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 fee assessed for the duplication of a printed record shall be \$0.10 per page.
- 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 attached may be downloaded electronically and faxed, mailed or brought to the Clerk’s Office.

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REQUEST FOR PUBLIC RECORDS

Name: _____

Address: _____

Telephone (Day): _____ Fax: _____ E-mail: _____

Information Requested:

Copy of Minutes (specify board or entity, date, topic or other identifying information)

Copy of Ordinance or Resolution (specify date, number, or other identifying information)

Police Accident Report Fee: _____

Date and Location of Accident _____

Other (specify) _____

License Information (specify) _____

Information on a Specific Property Address _____

Block _____ Lot _____

Municipal Lien Search Fee: \$10.00

Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in *N.J.S.A. 54:5-11*, et seq.

List of Property Owners within 200' Fee: _____

As provided in *N.J.S.A. 40:55D-12*, the fee is the greater of \$.25 per name or \$10.00

*****FOR MUNICIPAL USE ONLY*****

The information requested will be ready on _____

Estimated Number of Pages _____ Estimated Cost _____

Deposit _____

(required where the anticipated cost of reproduction exceeds \$5.00)

ACKNOWLEDGMENT

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 to the victim or the victim's family as provided by *N.J.S.A. 47:1A-1 et seq.*

I hereby acknowledge that I have received the document(s) requested except for any document(s) specifically listed on the Public Records Request Response Form.

Applicant

Custodian of Records

Date: _____

Date: _____