

Borough of Westwood

**Municipal Complex
101 Washington Avenue
Westwood, New Jersey 07675
Phone: (201) 664-7100 – Fax: (201) 664-4260
Clerk's Email - khughes@westwoodnj.gov**

REQUEST FOR PUBLIC RECORDS

(This form is fillable for your convenience. Once completed the form must be submitted either by fax, email or in person to the Borough Clerk.)

PLEASE NOTE: If your record request involves retrieving cartons from off-site archives, you will be afforded seven (7) business days from the date of notification to come in to review the requested records. The purpose of this restriction is to avoid an overflow of cartons at this site.

Name: _____

Address: _____

Daytime Telephone Number: _____ Email: _____

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** – Obtain form directly from the Police Records office at Westwood Borough Hall.
- License Information** (specify)

Information on Specific Property: ADDRESS: _____

BLOCK(S): _____ LOT(S): _____

- Municipal Lien Search Fee: \$10.00
Municipal Lien Searches are provided by the designated search officer and will be provided within fifteen (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 feet Fee: \$10.00
As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00

() **Other** (specify)

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. 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 seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established in the 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 budgets, bills, vouchers, contracts, including collective negotiations, agreements and 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 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.
- When 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 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 to the victim or the victim’s family as provided by N.J.S.A. 47:1A-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 Costs: _____

Deposit: _____

Required where the anticipated cost of reproduction exceeds \$5.00

APPLICANT

MUNICIPAL OFFICIAL

DATE

DATE