



State of New Jersey  
**TOWNSHIP OF HARRISON**  
 114 BRIDGETON PIKE, MULLICA HILL, NJ 08062  
 PHONE (856) 478-4111 FAX (856) 478-2498  
**GOVERNMENT RECORDS REQUEST FORM**



**Important Notice**

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

**Requestor Information – Please Print**

First Name _____ MI _____ Last Name _____	
Company _____	
Mailing Address _____	
City _____ State _____ Zip _____ Email _____	
Business Hours Telephone: Area Code _____ Number _____ Ext. _____	
Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____	
<b>Circle One:</b> Under penalty of N.J.S.A. 2C:28-3, I certify that I <b>HAVE / HAVE NOT</b> been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.	
Signature _____	Date _____

**Payment Information**

Maximum Authorized Cost \$ _____	
200' LIST	\$10.00
MUNICIPAL SEARCH	\$10.00
AUDIO CD/TAPE	5.00
Fees: Pages 1-10 @ \$0.75	
Pages 11-20 @ \$0.50	
Pages 21 - @ \$0.25	
Delivery: Delivery / postage fees additional depending upon delivery type.	
Extras: Extraordinary service fees dependent upon request.	

**Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.


**For Information on a specific property please provide: BLOCK \_\_\_\_\_ LOT \_\_\_\_\_**

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

**FOR AGENCY USE ONLY – DATE SUPPLIED, MEDIUM SUPPLIED, ADDITIONAL NOTES**


<b>FEES:</b>	<b>\$</b>	<b>CHECK #</b>	<b>DATE:</b>
<b>MUNICIPAL OFFICIAL PRINTED NAME:</b>		<b>MUNICIPAL OFFICIAL SIGNATURE:</b>	

## Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

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 **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 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 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 fee 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 reports not requested in person and **not part of municipal court discovery**, the municipality may charge an additional fee of up to \$5.00 for the first three pages and \$1.00 per page thereafter to cover the administrative costs of this report, as provided by N.J.S.A. 39:4-131.
- **The Requestor will be charged a 50% deposit when a request for copies exceeds \$25.00.** The Custodian will contact the Requestor and advise the Requestor of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. The Requestor shall pay the balance due upon delivery of the records.
- 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 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 inter-agency or intra-agency advisory, consultative, or deliberative

Department	Deputy Custodian	Phone	Fax	E-mail
Municipal Clerk	Diane L. Malloy	856-478-4111	856-478-2498	<a href="mailto:dmalloy@harrisontwp.us">dmalloy@harrisontwp.us</a>
Construction	Sue Champion	856-478-6522	856-478-6287	<a href="mailto:schampion@harrisontwp.us">schampion@harrisontwp.us</a>
Planning/Zoning	Susanne Rhudy	856-478-6522	856-478-6287	<a href="mailto:srhudy@harrisontwp.us">srhudy@harrisontwp.us</a>
Tax Assessor		856-223-9053	856-478-2498	<a href="mailto:assessor@harrisontwp.us">assessor@harrisontwp.us</a>
Tax Collector/Sewer	D. Michelle Mitchell	856-478-6454	856-478-2498	<a href="mailto:mmitchell@harrisontwp.us">mmitchell@harrisontwp.us</a>
Finance Department	Yvonne Bullock	856-223-9054	856-478-2498	<a href="mailto:ybullock@harrisontwp.us">ybullock@harrisontwp.us</a>