



# CUMBERLAND COUNTY COLLEGE OPEN PUBLIC RECORDS ACT REQUEST FORM

P.O. Box 1500, 3322 College Drive, Vineland, NJ 08362  
Rosemarie Fiscus, Custodian of Public Records  
856-691-8600, ext.1243 | rfiscus@cccnj.edu

### Important Notice

The last page 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 \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ FAX \_\_\_\_\_  
 Preferred Delivery:  
 Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On-Site/Inspect \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**If you are requesting records containing personal information, please circle one:**  
 Under penalty of N.J.S.A. 2C:28-3, I certify that I *HAVE* / *HAVE NOT* been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Maximum Authorization Cost \$ \_\_\_\_\_  
 Select Payment Method  
 Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_

Fees: Letter size pages - \$0.05 per page  
 Legal size pages - \$0.07 per page  
 Other materials (CD, DVD, etc) - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

**Record Request Information:** Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

[Empty box for record request details]

Notes:

# NOTICE OF RIGHT TO ACCESS GOVERNMENT RECORDS OF CUMBERLAND COUNTY COLLEGE

The New Jersey Public Access To Government Records Act N.J.S.A. 47:1A-1 et. seq. (the "Act") requires that the College grant members of the public access to governmental records as defined in the Act. The Act safeguards from disclosure proprietary and private records and information.

Requests for government records may be made anonymously.

Upon payment of the applicable fee, the College is required to make government records available within the following time periods:

**Immediate access** will be provided to budgets, bills, vouchers, contracts, including collective negotiations agreements, individual employment contracts, and public employee salary and overtime information. Immediate access will be provided as soon as reasonably possible following receipt of the request if the record is not being used and is not in archive storage.

**Not later than seven (7) business days after receiving the records request** access will be granted or denied to all other government records provided record is currently available, not in use and not in storage or archived. Failure of the Custodian of Government Records to respond within seven business days after receiving a request is deemed a denial, unless the requestor has elected not to provide a name, address or telephone number, or other means of contacting the requestor, in which case the Custodian of Government Records shall not be required to respond until the requestor reappears before the Custodian seeking a response to the original request.

The requestor is entitled to be advised in advance of the estimated amount of fees and charges to be imposed by the College for the reproduction costs and other special services requested.

**Right of Appeal.** A person who is denied access to a government record by the Custodian, at the option of the requestor, may institute a proceeding challenging the Custodian's decision by (1) filing a complaint with the Government Records Council, PO Box 819, Trenton, New Jersey, 08625. or (2) by filing an action in the Superior Court, Cumberland County Courthouse, Bridgeton, New Jersey.

An informational pamphlet produced by the Government Records Council which explains the right of the public to access government records and the methods for resolving disputes regarding access, is available at the office of the College Custodian of Government Records. Assistance may also be obtained by calling the toll-free help-line of the Government Records Council 866-850-0511 or by logging on to that agency's informational website [www.nj.gov/grc](http://www.nj.gov/grc).