

**TOWNSHIP OF HILLSBOROUGH
GOVERNMENT RECORDS REQUEST FORM**

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 _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

Business Hours Telephone: Area Code _____ Number _____ Extension _____

Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____

PAYMENT INFORMATION

Maximum Authorization Cost \$ _____

Select Payment Method

Cash _____ Check _____ Money Order _____

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.

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 _____

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.

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
Identify Accident _____

Fee: _____

☐ 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(c), the fee is greater of \$.25 per name or \$10.00.

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filed - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information	Final Cost
Tracking # _____	Total _____
Rec'd Date _____	Deposit _____
Ready Date _____	Balance Due _____
Total Pages _____	Balance Paid _____

Records Provided

Custodian Signature _____ Date _____

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

1. This form should only be used to submit records requests to the Township of Hillsborough.
2. Complete and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the Township of Hillsborough, that officer or employee may not have the authority to accept your request form on behalf of the Township of Hillsborough and your request will be directed to the appropriate division custodian. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the Township of Hillsborough request form, or attempt to make a request for access by telephone or fax; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by check or money order payable to the Township of Hillsborough.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
6. *You may be charged a 50% or other deposit when a request for copies exceeds \$5.00.* The Township of Hillsborough custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
8. By law, the Township of Hillsborough must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
9. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
10. If the Township of Hillsborough is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
11. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
12. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the Township of Hillsborough to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.nj.gov/grc. The Council can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.



Township of Hillsborough

COUNTY OF SOMERSET
MUNICIPAL BUILDING
379 SOUTH BRANCH ROAD
HILLSBOROUGH, NEW JERSEY 08844

TELEPHONE
(908) 369-4313

www.hillsborough-nj.org

EXPLANATION: This Ordinance amends Section 237-2 of the Code of the Township of Hillsborough, titled "Fees".

ORDINANCE NO. 2006-05

AN ORDINANCE AMENDING SECTION 237-2 OF THE CODE OF THE TOWNSHIP OF HILLSBOROUGH TITLED "FEES".

BE IT ORDAINED by the Township Committee of the Township of Hillsborough, County of Somerset, State of New Jersey, that Section 237-2 of the Code of the Township of Hillsborough is amended as follows:

Section 1. Purpose.

The purpose of this Ordinance is to amend Section 237-2 of the Code of the Township of Hillsborough.

Section 2. Definitions.

Government Record(s) or Record(s) – Any information subject to public inspection which is maintained by the Township in written, audio, video, electronic or other form and as defined by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

Special Service Charge – A charge, in addition to the actual cost of duplicating the government record(s), which shall reflect the expense associated with extensive use of Township information, technology or resources, or the extensive clerical or supervisory assistance by Township personnel necessary to

accommodate requests to examine and/or provide copies of the record(s), and as defined by the Open Public Records Act, N.J.S.A. 47:1A-5(d).

Section 3. Amendment.

Section 237-2 of the Code of the Township of Hillsborough is amended to include a new Subsection

G:

G. Special Service Charges.

(1) A special service charge may be charged in the following circumstances:

(a) When the nature, format, manner of collation or volume of a government record to be inspected, examined or copied is such that the record cannot be reproduced by ordinary copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request;

(b) When a request for a government record is in a medium not routinely used by the Township;

(c) When a request is for a government record not routinely developed or maintained by the Township;

(d) When a request for a government record requires a substantial amount of manipulation or programming of information technology by the Township and the cost of such manipulation or programming is not otherwise included in the fee or fees listed elsewhere in Chapter 237; or

(e) When a request is to conduct a search for government records in response to a specific question requiring an extraordinary expenditure of time and effort to accommodate the request.

(2) In addition to the actual costs of duplicating the record, a special service charge rate for supervisory, programming and/or clerical services shall be charged per hour and as follows:

(a) The hourly rate shall be the hourly wage of the employee conducting the supervisory, programming and/or clerical services as set by the Township from year to year and/or collective bargaining agreements from time to time.

(b) The hourly wage of salaried personnel shall be calculated by dividing the employees annual salary as set by the Township by fifty-two (52) weeks and then dividing that by the number of hours in a regular work week.

Section 4. Severability.

If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision and the remainder of this Ordinance shall be deemed valid and effective.

Section 5. Effective Date.

This Ordinance shall take effect as provided by law.

Introduced: 2/28/06

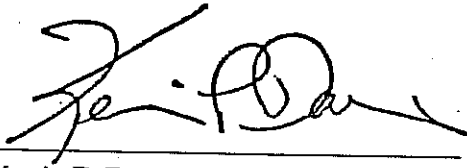
Published: 3/9/06

Public Hearing: 3/28/06

Adopted:

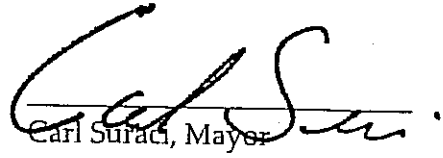
Published:

ATTEST:

A handwritten signature in black ink, appearing to read 'Kevin P. Davis', written over a horizontal line.

Kevin P. Davis, Township Administrator/Clerk

HILLSBOROUGH TOWNSHIP
COMMITTEE

A handwritten signature in black ink, appearing to read 'Carl Suraci', written over a horizontal line.

Carl Suraci, Mayor