

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
UNIVERSITY CUSTODIAN OF RECORDS
WINANTS HALL, ROOM 112
7 COLLEGE AVENUE
NEW BRUNSWICK, NJ 08901-1260
732-932-7434 – Phone
732-932-1245 – Fax**

REQUEST FOR GOVERNMENT RECORD

Please complete this form to request a government record. Mail or fax the completed form to the address listed above.

The Government Records Law provides for a citizen's right of access to certain records. Please note that the Government Records Law does not require a public entity to create documents or compile information and create reports.

The Government Records Law recognizes that there are personal privacy interests that must be preserved and that there is a public interest in the confidentiality of various categories of records. Accordingly, the Government Records Law explicitly excludes various categories of records from a right of access. The Government Records Law is also subject to other exclusions as provided in federal law or state law, regulation, executive order, or legislative resolution. A synopsis of exclusions provided in the Government Records Law itself is Appendix A of this form. For the text of the law, visit http://www.njleg.state.nj.us/2000/Bills/PL01/404_.HTM.

Requestor's name: _____

Address: _____

Daytime telephone: _____

Email address: _____

Fax: _____

Date: _____

Company: _____

The following record is being requested under the New Jersey Public Access to Government Records Law, NJSA 47:1A-1 et seq. Please be specific and clearly describe what record you are requesting.

1. A request for documents is deemed complete when the Custodian has received an understandable request. The Custodian will seek clarification from the requestor as appropriate.
2. Government records (as provided for in NJSA 47:1A-1 et seq.) may be available to be inspected, examined, and/or copied during regular business hours.
3. Government records will be made available as soon as possible, but ordinarily not later than seven (7) business days after receiving a complete request, provided that the record is currently available.
4. The denial of a request for university records will state the basis for the denial.
5. A record that is not readily available or that will require a search of records will be made available as soon as possible. The requestor will be provided with an update with seven (7) business days indicating the estimated time that will be required to locate and provide the record.
6. The fee to copy readily available government records is: first to tenth page, 75 cents per page; eleventh to twentieth page, 50 cents per page; all pages over twenty, 25 cents per page.
7. In accordance with the Government Records Law, a special service charge will be charged in addition to the standard copy costs if the record cannot be reproduced by ordinary document copying equipment in ordinary business size or if accommodating the request involves an extraordinary expenditure of time and effort. This charge will recover the actual cost of compliance with the request including employee labor costs. The request will be deemed complete and will be processed upon payment of the fee.
8. In the event that the use of computerized information technology is required to comply with a request, a reasonable special service charge will be assessed for these costs. This charge will recover the actual cost of compliance with the request including employee labor costs. The request will be deemed complete and will be processed upon payment of the fee.
9. When a request is for a copy of a record in a medium other than the one in which it is maintained, the Government Records Law provides that the record may be made available in a meaningful medium.
10. You have the right to challenge a decision to deny access to a requested document either by filing a complaint with the Government Records Council pursuant to NJSA 47:1A-1 et seq., or by filing a lawsuit in Superior Court. You may contact the Government Records Council at 1-866-850-0511.

___I certify that I have not been convicted of any indictable offense under the laws of the State, any other State or the United States and am not seeking government records containing personal information pertaining to my victim or victim's family as provided by NJSA 47:1A-1 et seq.

Please indicate below how you wish to review the requested record. You will be notified when the record is available. Fees associated with producing the record must be paid prior to receipt of the record.

I wish to view the record.

I wish to receive a copy of the record.

I am requesting the record be provided in the following medium (i.e. hard copy, via an email attachment, on a computer disk) _____

I will pick up the requested copy.

I would like the requested copy mailed to me (complete mailing address must be provided in the space at the top of this form).

I do not need the record within seven business days, but would like to receive it by _____.

Signature of Requestor: _____ Date: _____

To be Completed by the Custodian of Records

Request # _____

TO: _____

FROM: University Custodian of Records

RE: The Status of Your Record Request

The following record will be provided: _____

It will be available on: _____

Number of pages: _____

Fee (if applicable): _____

You must pay for the copy of the record prior to receiving the record. Payment may be made at one of the four Rutgers' Cashier's locations in person or via the mail. Call 732-932-7581 for the location of these offices or visit their web site for their addresses and directions at <http://www.studentabc.rutgers.edu/Cashiering/cashloc.htm>. Complete the attached form and submit it with your payment. Send or deliver your payment receipt to the office of the Custodian of Records, Winants Hall, Room 112, 7 College Avenue, New Brunswick, NJ 08901-1260. You will be notified when your record is available.

OR

The record listed below is not being provided for the following reason(s):

You have the right to appeal the decision that the record is not a government record to which you have access. You may take your appeal to the Government Records Council which has mediation and dispute resolution procedures or you may file a lawsuit with the New Jersey Superior Court, as provided by NJSA 47:1A-1 et seq. If your request has been denied, a statement of the procedures for the appeal is attached to this notification.

Date

for Rutgers University

Appendix A

PARTIAL LIST OF CATEGORIES OF DOCUMENTS IN WHICH THE GOVERNMENT RECORDS LAW RECOGNIZES A PERSONAL PRIVACY OR PUBLIC INTEREST IN CONFIDENTIALITY

1. pedagogical, scholarly, and/or academic research records;
2. inter-agency or intra-agency advisory, consultative, or deliberative material;
3. records of pursuit of charitable contributions or certain records containing the identity of a donor of a gift;
4. specific details of any research project conducted under the auspices of Rutgers; (Note that the university does not do "secret" research and discloses the name, title, expenditures, source and amounts of funding, and date when final project summary of any research will be available. Note also that frequently federal and state funded research results in a report that the federal or state government makes public.)
5. valuable or rare collections of books and/or documents;
6. student records;
7. proprietary commercial information;
8. trade secrets;
9. information that would give an advantage to competitors or bidders;
10. communications with risk manager or insurance companies;
11. records within attorney-client privilege;
12. test questions, scoring keys and other examination data pertaining to the administration of an examination for employment or academic purposes;
13. personnel and pension records, including records relating to grievances filed by or against an individual, except for employee's name, title, position, salary, payroll record, length of service, date of separation, and the reason therefore;
14. information that would jeopardize computer security or jeopardize security of any building or facility or persons therein.