

# Woodbridge Public Library

George Frederick Plaza  
Woodbridge NJ 07095  
(732) 634-4450

## Request for Access to Government Records

(Please fill out both sides)

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**This section is to be filled out by Library Staff**

**Date of Request** \_\_\_\_\_ **Date of Response** \_\_\_\_\_

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### The person requesting the Information fills out this section

**Name:**

**Address:**

**Daytime Phone:**

**Information Requested:**

**Copy of Minutes of one or more Library Board Meetings (list dates below):**

**Library Policy Regarding:**

**Other**

**Access to Library records containing personal information of library card holders or records of the use of the library by any person is strictly controlled by NJSA 18A:73-43.1 et seq. These records are confidential. The Library will not distribute the information in these records to anyone except the person named therein or as otherwise provided in the law.**

A request for access to Library records should be submitted on this form, which has been adopted by the Board of Trustees of the Free Public Library of Woodbridge and the Library Director as the Custodian of Records. All requests for records shall be submitted to the Administrative Office of the Free Public library of Woodbridge, Monday – Friday, 9:00 a.m. – 5:00 p.m. Some records will be made available immediately. Some records will require time to compile and to make the copies requested, but will normally be made available during business hours (M-F 9:00 a.m. – 5:00 p.m) within seven (7) business days. If a document or a copy which has been requested is not a public record or cannot be provided within 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. Documents may not be removed from the Administrative Office suite. In general:

- Immediate Access is ordinarily available to budgets, bills, vouchers, contracts, including collective negotiations agreements, 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 require a search of public 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: \$.75 per page; eleventh page to twentieth page: \$.50 per page; all pages over twenty: \$.25 per page.
- When a request is made for a copy in a different format other than photocopy or computer print out, 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 Corporate Council of the Free Public Library of Woodbridge.

The term “public records” generally includes those records determined to be public in accordance with NJSA 47:1A-1. The term does not include employee personnel files or other matters in which there is a right of privacy or confidentiality or interagency or intra-agency advisory, consultative, or deliberative material or other material 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 of America and is not seeking government records containing personal information pertaining to the victim or the victim’s family as provided by NJSA 47:1A-1 et seq.**

**This form, when signed by the Library Official shall constitute a receipt for any deposit received.**

**The information requested will be ready on** \_\_\_\_\_

**Estimated number of pages** \_\_\_\_\_

**Estimated cost** \_\_\_\_\_

**Deposit** \_\_\_\_\_

(Deposit required when estimated cost exceeds \$5.00)

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Library Official

Date: \_\_\_\_\_

Date: \_\_\_\_\_