TOWNSHIP OF FAIRFIELD

230 Fairfield Road
Fairfield, New Jersey 07004
(973) 882-2701

REQUEST FOR PUBLIC RECORDS

Name: _____

Address: _____

_____

Telephone (Day) _____

Information Requested:

(____) **Copy of Minutes** (specify board or entity, date, topic or other identifying information)

_____

_____

(____) **Copy of Ordinances or Resolution** (specify date, number or other identifying information)

_____

_____

(___) **Police Accident Report** Fee _____

Date and Location of Accident _____

Other (specify) _____

_____

_____

(___) **License Information** (specify) _____

_____

(___) **Other Departments** _____

_____

Information on a Specific Property Address _____

Block _____ Lot _____

(___) **Municipal Lien Search** Fee _____

Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request if 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,* the fee is the greater of $.25 per name or $10.00

******MUST BE PREPAID******

****For Municipal Use Only****

The information requested will be ready on _____

Estimated Number of Pages _____ Estimated Cost _____

Deposit _____

(required where the anticipated cost of reproduction exceeds $5.00)

A request for a copy of Public Records should be submitted on this form which has been adopted by the Custodian of Records for Requests related to Police Department Records, Some records will be immediately available during normal business hours Some records will require time to locate 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 statue. There is no fee involved in simply inspecting a document during normal business hours. The request may be filed electronically. In general:

- 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 report there is an additional fee when the request is not made in person of $5.00 for the first 3 pages and $1.00 for each additional page, as provided by *N.J.S.A. 39:4-131.*

- 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 by 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, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

ACKNOWLEDGEMENT

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 and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by *N.J.S.A. 47:1A-1 et seq.*

I hereby acknowledge that I have received the document(s) requested except for any document(s) Specifically listed on the Public Records Request Response Form.

_____ _____

Applicant Custodian of Records

Date _____ Date: _____

TOWNSHIP OF FAIRFIELD
PUBLIC RECORDS REQUEST RESPONSE

TO: _____

DATE: _____

For the following reason(s), the document(s) listed below and requested by you are not being provided Because the document(s) are not public records as provided by law:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

You have a right to appeal the decision that the document(s) are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by *N.J.S.A. 47:1A-1 et seq.* If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

ACKNOWLEDGMENT

I hereby acknowledge that the documents specifically listed above will not be provided. I further acknowledge that I have received information on the procedures for any appeals of the determination.

_____ _____

Date Applicant

_____ _____

Date Municipal Clerk

TOWNSHIP OF FAIRFIELD

MUNICIPAL BUILDING
230 FAIRFIELD ROAD
FAIRFIELD, NEW JERSEY 07004

REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS

FOR MUNICIPAL USE ONLY

Date Request Received: _____ Date Response Provided: _____

SEE INSTRUCTIONS BELOW

Name: _____

Address: _____

_____

Telephone (Day) _____

Information Requested:

(___) **Police Accident Report**
Identify Accident: _____

_____

(____) **Other** (specify) _____

_____

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- 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 report there is an additional fee when the request is not made in person of $5.00 for the first 3 pages and $1.00 for each additional page, as provided by *N.J.S.A. 39:4-131.*

- 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 by 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, or other matters in which there is a right of privacy or confidentiality or 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 and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by *N.J.S.A. 47:1A-1 et seq.*

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit _____
(required where the anticipated cost of reproduction exceeds $5.00)

_____ _____
Applicant Municipal Official

Date: _____ Date: _____

PUBLIC RECORDS REQUEST RESPONSE

TO: _____

DATE: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

_____

_____

_____

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records or to the New Jersey Superior Court, as provided by *N.J.S.A. 47:1A-1 et seq.*. If your request has been denied, a statement of the procedures for the appeal will be attached.

Date: _____ _____
Municipal Custodian of Records

FARFIELD POLICE DEPARTMENT

230 Fairfield Road, Fairfield, NJ 07004

PUBLIC RECORDS REQUEST RESPONSE

TO: _____

(_) Document(s) provided: _____pages at total cost of: _____

(_) Document(s) not provided (see below)

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, as noted below:

Privileged or Protected Category	**Authority**
• Autopsy Reports	N.J.S.A. 47:1A-1.1, et seq.
• Child abuse or sex assault victim name or address	N.J.S.A. 2:82-46b
• Court records sealed	Executive Order
• Computer security information	N.J.S.A. 47:1A-1.1, et seq
• Criminal investigatory records	N.J.S.A. 47:1A-1.1, et seq.
• Credit Card Numbers	N.J.S.A. 47:1A-1.1, et seq.
• Grand Jury testimony, information	Court Rule 3:6-7
• Grievance information with public employer	N.J.S.A. 47:1A-1.1, et seq.
• Domestic Violence data	N.J.S.A. 2C:25-33
• Drivers' license numbers	N.J.S.A. 47:1A-1.1, et seq.
• DYFS information	N.J.S.A. 9:6-8.10
• Electronic Surveillance Materials	N.J.S.A. 2A:156A-19
• Emergency or security information or procedures	N.J.S.A. 47:1A-1.1, et seq.
• Employee sexual harassment complaints	N.J.S.A. 47:1A:1-1, et seq.
• Fingerprint cards	Executive Order 69
• Inter-agency or intra agency advisory communications	N.J.S.A. 47:1A-1.1, et seq.
• Juvenile records	N.J.S.A. 2A:4A-60
• Labor Negotiation information, strategy or positions	N.J.S.A. 47:1A-1.1, et seq.
• Medical Examiner Photographs	N.J.S.A. 47:1A-1.1, et seq.
• Otherwise inappropriate material	Executive Order69
• Pension and personnel records	N.J.S.A. 47:1A-1.1, et seq.
• Photographs	N.J.S.A. 47:1A-1.1, et seq.; Exec. Ord 69
• Pre Sentence Investigations	State v. DeGeorge, 113 NJ Super.542 (App. Div. 1971)
• Public Agency insurance communications	N.J.S.A. 47:1A-1.1, et seq.
• Safety of persons or public	N.J.S.A. 47:1A-1.1, et seq.; Exec. Ord 69
• Security measures and surveillance techniques	N.J.S.A. 47:1A-1.1, et seq.
• Social Security Numbers	N.J.S.A. 47:1A-1.1, et seq.
• Unlisted Telephone Numbers	N.J.S.A. 47:1A-1.1, et seq.
• Victim locations (Domestic Violence)	N.J.S.A. 2C:25-26c.
• Victim records	N.J.S.A. 47:1A-1.1, et seq.
• Record has been destroyed/not retained pursuant to:	Records Retention and Disposition Schedule (NJ Dept. of State, Div. Of Archives Mgmt.)
• Other	_____

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Public Records Council or to the New Jersey Superior Court as provided by N.J.S.A. 47:1A-6 and 7.

Date: _____ _____

Fairfield Police Department

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on this form as to the procedures for any appeal of the determination.

Date: _____ _____

Applicant's Signature