Oldmans Township

40 Freed Road

P O Box 416

Pedricktown, NJ 08067

**Request for Public Records**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information on a Specific Property: Block \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lot \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information Requested:

\_\_\_\_\_ Municipal Lien Search (Certificate Fee $10.00) (Municipal Lien Searches are provided by the designated search officer and will be provided within fifteen (15) days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11)

\_\_\_\_\_ Municipal Improvement Search (Certificate Fee $10.00)

\_\_\_\_\_ Municipal Tax Search (Certificate Fee $10.00)

\_\_\_\_\_ Municipal Tax Search – Information Only

\_\_\_\_\_ Property Assessment Information

\_\_\_\_\_ List of Property Owners within 200 feet (Fee: as provided in N.J.S.A. 40:55D-12, the fee is the greater of $.25 per name or $10.00)

\_\_\_\_\_ License Information: Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Certified Copy of Marriage License (Certificate Fee $10.00)

\_\_\_\_\_ Copy of Minutes (specify board, date, topic or other identifying information)

 Township Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Planning Board \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Zoning Board \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Copy of Resolution (specify date, number or other identifying information)

 Township Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Planning Board \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Zoning Board \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The applicant acknowledges that in any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificated as provided in N.J.S.A. 54:5-11, et seq. or N.J.S.A. 54:5-18.5, neither the applicant not any third party may assert any claim for damages against the Township of Oldmans or its officers or employees, not shall any act of the applicant constitute or be construed as creating an estoppels as to the Township’s right to collect any outstanding balance or lien.

Some records will be immediately available during normal business hours. Some records will require time to compile 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 proved with a response with that information with the seven (7) business days. Some records requested have specific fees or other response times established by Statute. In general, all government records are subject to public access under the Open Public Records Act (“OPRA”), unless specifically exempt.

1. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of Oldmans Township, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
2. Requestors may submit requests anonymously. If you elect not to provide a name, address or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
3. The fees for duplication of a government record in printed form are $0.05 for 8 ½ x 11 paper and $0.07 for 8 ½ x 14 paper. Payment shall be made by cash, check or money order payable to Oldmans Township.
4. 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. This includes anonymous requests for said information.
5. 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.
6. If Oldmans Township is unable to comply with your request for access to a government record, the custodian will indicate the reason for denial on the request form or other written correspondence and send you a signed and dated copy.
7. If your request for access to a government record has been denied or unfilled within seven (7) business days required by law, you have a right to challenge the decision by Oldmans Township to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (“GRC”) by completing the Denial of Access Complaint Form. 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@dcs.state.nj.us, or at their website at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk of your County.
8. Immediate access is ordinarily available for budgets, bills, vouchers, contracts, and government employee salary information.
9. Records which are not readily available or which will require a search of records, will be available as soon as possible and the applicant will be provided an interim report within seven (7) business days indicated the time which will be required to provide the records.
10. Where a special service charge in warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the document.
11. When a legal determination must be made as to whether records are “public records” as provided by law, the Township Solicitor will review the request.

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