

**LIVINGSTON PUBLIC SCHOOLS
REQUEST FOR GOVERNMENT RECORD(S)**

In accordance with P.L. 2001, C. 404, certain government records shall be readily available for inspection, copying or examination unless the record is exempted.

To request records, this form shall be completed and submitted to the office of the Custodian of Records. The Custodian of Records shall provide or deny access to the record(s) within seven (7) business days after receiving the request. If the request is denied, the requestor may challenge the decision and file a statement of appeal. The statement shall list the reasons the requestor believes the record(s) are not exempted from this law, and shall submit the statement to the office of the Chief School Administrator. The Chief School Administrator shall grant or deny the appeal within seven (7) business days after receiving the appeal.

TO BE COMPLETED BY THE REQUESTOR

Name _____

Address _____

Phone _____

Brief description of Government Record(s) sought:

Signature of Requestor _____ Date _____

TO BE COMPLETED BY THE CUSTODIAN OF RECORDS

Listing of Record(s) to be made available:

Date Record(s) will be made available: _____

Fee to Be Charged _____

_____ Payment in full at time of request

_____ Deposit of \$_____ is required with balance of fee to be paid at time of receipt of record(s)

Request _____ is fulfilled _____ is denied

Custodian of Records Signature _____ Date _____

DOCUMENTS/RECORDS/INFORMATION THAT ARE EXEMPTED FROM PUBLIC ACCESS

- Student Records
- In general, the portion of any document which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person
- Personnel or pension records (except that an individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received are considered government records)
- Inter-district or intra-district advisory, consultative or deliberative material
- Any record within the attorney-client privilege
- Administrative or technical information regarding computer hardware, software or networks which, if disclosed, would jeopardize computer security
- Emergency or security information or procedures for any schools or buildings which, if disclosed, would jeopardize security
- Information which, if disclosed, would give an advantage to competitors or bidders
- Information relating to any sexual harassment complaint
- Information relating to any grievance filed by or against an individual in connection with collective negotiations
- Information which is a communication between a board and its insurance carrier, administrative service organization or risk management office
- Information which is to be kept confidential pursuant to a court order
- Request that would substantially disrupt board operations
- Records relating to an investigation in progress

Copying Fees (as of 11/9/10)

- Every public agency must charge \$0.05 per page for letter sized pages and smaller;
- Every public agency must charge \$0.07 per page for legal sized pages and larger;
- Any public agency whose actual costs to produce paper copies exceed the \$0.05 and \$0.07 rates may charge the actual cost of duplication;
- Every public agency must provide electronic records FREE OF CHARGE (i.e. records sent via email and fax); and
- Every public agency must charge the actual cost to provide records in another medium (i.e. computer disc, CD-ROM, DVD)