

**HOWELL TOWNSHIP BOARD OF EDUCATION  
P.O. BOX 579  
HOWELL, NEW JERSEY 07731**

**GOVERNMENT RECORD REQUEST FORM**

All persons requesting access to government records must complete this form and either hand in or mail the form to the above address. All items must be printed or typed. The Custodian of Government Records must review the request and requested documents before the requestor is permitted access to the document(s). Provided that a requested record is not archived or in storage, access must be granted or denied within seven (7) business days of the request. If copies are requested, fees for documents to be copied must be prepaid. Checks must be made payable to the Howell Township Board of Education.

Date of request: \_\_\_\_\_

Name of requestor: \_\_\_\_\_

Telephone number of requestor: \_\_\_\_\_

Brief description of document(s) requested: \_\_\_\_\_  
\_\_\_\_\_

Number of copies of requested document(s): \_\_\_\_\_

Signature of requestor: \_\_\_\_\_

.....  
**FOR DISTRICT USE ONLY**

Date request received: \_\_\_\_\_ Date record(s) made available: \_\_\_\_\_

Name of document(s) made available: \_\_\_\_\_  
\_\_\_\_\_

Fees for schedule for document copying:

\$.05 per letter size page \_\_\_\_\_ x \$.05 = \$ \_\_\_\_\_

\$.07 per legal size page \_\_\_\_\_ x \$.07 = \$ \_\_\_\_\_

Electronic Record - free of charge

Total Cost \$ \_\_\_\_\_

Request for the following document(s) or portion thereof is denied: \_\_\_\_\_  
\_\_\_\_\_

Reason(s) for denial: \_\_\_\_\_

Custodian of Governmental Records: Ronald Sanasac, Business Administrator/Board Secretary

Signature of Custodian of Government Records: \_\_\_\_\_  
\_\_\_\_\_

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