

# BOROUGH OF POINT PLEASANT BEACH

## REQUEST FOR ACCESS TO GOVERNMENT RECORDS

See instructions on the other side

A request for a copy of Public Records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. 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 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 an interim report within seven (7) business days indicating the amount of time which will be required to complete the search of the records. Some records requested have specific fees or other response times established by statute and that information is set forth on this form or will be included in any response to the request. There is no fee involved in simply inspecting a document during normal business hours.

Date of Request: \_\_\_\_\_

1. Received from: \_\_\_\_\_  
(Name)

2. Address: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. Document/Information Requested: \_\_\_\_\_

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For Office Use:

Rec'd By: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

Given By: \_\_\_\_\_

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

Xerox Fee: \_\_\_\_\_

2000-15/2002-18/2002-19