



Randolph Township Police Department

Records Bureau
502 Millbrook Avenue
Randolph, NJ 07869-3799
Tel: 973.989.7029 • Fax: 973.989.7077
www.randolphnj.org/police

Records Request Form

General Information

A request for access to or for a copy of government records should be submitted on this form which has been adopted by the records bureau as the custodian of records for the Randolph Township Police Department.

Some records will be immediately available during regular business hours; some records will require time to compile and to make the copies requested but will normally be available during regular business hours and within seven business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven business days, you will be provided with a response with that information within the seven business days. The seven business day time frame begins the day after your request has been received by the custodian of records.

Some record requests have specific fees or other response times established by statute and that information will be included in any response to the request. There is no fee involved in simply inspecting a document during regular business hours.

- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven business days indicating the amount of time which will be required to provide the requested records.
- Except as otherwise provided by law or regulation, the fee for duplication of a government record in printed form shall be as indicated on the records request form. We will notify you of any extraordinary service fees or other additional charges authorized by state law or regulations before fulfilling your request. If a document is requested to be mailed, a delivery/postage fee will be charged.
- If the nature, format, manner of collation, or volume of printing a government record to be copied is such that the record cannot be reproduced by ordinary document copying equipment, or involves an extraordinary expenditure of time and effort to accommodate the request, the Randolph Township Police Department may charge, in addition to the actual cost of duplicating the record, a special service charge which will be reasonable and based upon the actual direct cost of providing the copy. The requestor will be notified in advance of the special service charge and may object to the charge prior to it being incurred.
- 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 Morris County Prosecutor's Office.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The terms "public record" and "government record" in New Jersey do not include:

- Criminal investigatory records
- Victim's records
- Inter-agency or intra agency advisory, consultative, or deliberative material
- Emergency or security information or procedures for buildings or facilities
- Administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security
- Information regarding labor-management negotiations including statements of strategy or negotiating position
- Pension and personnel records in possession of this office

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Records Request Form**Important Notice**

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____

E-mail Address _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ FAX _____

Preferred Delivery: Pick Up _____ US Mail _____ On-Site _____ Inspect _____ Fax _____ E-mail _____

Under penalty of N.J.S.A. 2C:28-3, I certify that

1. I **HAVE** / **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States;
2. I, or another person, **WILL** / **WILL NOT** use the requested government records for a commercial purpose;
3. I **AM** / **AM NOT** seeking records in connection with a legal proceeding.

Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash Check Money Order

Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) – actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Note: *If you confirmed above that the records sought are in connection with a legal proceeding, identification of that proceeding is required below.*

This completed form, when signed by an employee of the Randolph Township Police Department's Records Bureau, shall constitute a receipt for the records request and any deposit received.

Requested records will be ready on:		Estimated Cost:	
Estimated # of pages:		Deposit*:	

**50% deposit required when the anticipated cost of reproduction will exceed \$25.00*

RECORDS BUREAU USE ONLY

	Estimated	Actual
Number of Pages		
Document Fee		
Delivery Fee		
Special Service Charge		
Total Fee		
Deposit		
Due Upon Completion		
Date Fulfilled		



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Records Request—Form 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

- Autopsy reports
- Child abuse or sex assault victim name or address
- Court records sealed
- Computer security information
- Criminal investigatory records
- Credit card numbers
- Grand Jury testimony, information
- Grievance information with public employer
- Domestic violence data
- Drivers' license numbers
- DYFS information
- Electronic surveillance materials
- Emergency or security information or procedures
- Employee sexual harassment complaints
- Fingerprint cards
- Inter-agency or intra agency advisory communications
- Juvenile records
- Labor negotiation information, strategy or positions
- Medical examiner photographs
- Otherwise inappropriate material
- Pension and personnel records
- Photographs
- Pre-sentence Investigations
- Public agency insurance communications
- Safety of persons or public
- Security measures and surveillance techniques
- Social Security numbers
- Unlisted telephone numbers
- Victim locations (domestic violence)
- Victim records
- Record has been destroyed/not retained pursuant to:
- Other

Authority

- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 2A:82-46b
- Executive Order 69
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- Court Rule 3:6-7
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 2C:25-33
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 9:6-8.10
- N.J.S.A. 2A:156A-19
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- Executive Order 69
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 2A:4A-60
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.
- Executive Order 69
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.; Exec. Order 69
- State v. DeGeorge, 113 NJ Super.542 (App. Div. 1971)
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 47:1A-1.1, et seq.; Exec. Order 69
- N.J.S.A. 47:1A-1.1, et seq.
- N.J.S.A. 2C:25-26c.
- N.J.S.A. 47:1A-1.1, et seq.
- Records Retention and Disposition Schedule (NJ Dept. of State, Div. of Archives Mgmt.)

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.

Randolph Township Police Department

Date

ACKNOWLEDGMENT:

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.

Requestor's Signature

Date