
PUBLIC RECORDS

Except as provided by state or federal law, any existing record which the board of education is required by law to make, maintain, or keep on file or any such record which the board by its own authority requires be made, maintained or kept on file constitutes a public record.

Any member of the public shall have the right to inspect any existing public record of the board of education at the offices of the board secretary during regular business hours. The "Request for Public Records" form must be completed and presented to the Office of the Custodian of Records between the hours of 8:30 a.m. and 4:00 p.m., Monday – Friday when offices are normally open. By the close of the following business day, the Custodian of Records will determine appropriate fees, if applicable, to be charged for this request. Fees must be paid in advance. Checks must be made payable to the Rumson Board of Education. Requested records will be made available as soon as possible but no later than seven business days after receiving the request provided that the record is currently available and not in storage or archived. A person making a request of public records who is denied such access, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to Section 8 of P.L. 2001, c.404(C.47:1A-7).

Fees charged for copying are as follows: page 1 to 10 - \$.75 per page; page 11 to 20 - \$.50 per page and page 21 to end - \$.25 per page.

No public record shall be removed from the offices of the board of education by a member of the public.

Date: January 15, 2003

Legal References:

N.J.S.A. 47:1A-1 et seq.

N.J.S.A. 47:1A-2

Right-to-Know Law

Government record defined

<u>N>J.S.A.</u>	47:1A-4	Access by the public
<u>N.J.S.A.</u>	47:3-15 et seq.	Destruction of public records
<u>N.J.S.A.</u>	47:1A-5	Records Custodians and Changes to Public's right to inspect, copy and access government records
<u>N.J.S.A.</u>	47:1A-7	Establishment of a Government Records Council
<u>N.J.S.A.</u>	47:1A-6	Appeals from denial of access
<u>N.J.S.A.</u>	47:A-11	Fines for unreasonable violations
<u>N.J.A.C.</u>	6:3-6.4	Security of pupil records
<u>N.J.A.C.</u>	6:3-6.3(a)(1)	Mandated pupil records
<u>N.J.A.C.</u>	6:3-6.3(a)(2)	Permitted pupil records
<u>N.J.A.C.</u>	6:3-6.5	Pupil records access
<u>N.J.A.C.</u>	6:3-6.6	Conditions for access
<u>N.J.A.C.</u>	6:3-6.7 et seq.	Right to challenge content

