

**Open Public Records Act (OPRA)
 Official Request for Public Records
 Lenape Regional High School District
 County of Burlington**

Requested by: _____ Address: _____
 Phone and/or Fax: _____
 Signed: _____
 Date: _____ Time: _____

To be Completed by the Custodian of Records

	To be Completed by the Custodian of Records		Fees Charged
	Request Approved or Denied	To Be Provided By	
1. _____	*		
2. _____	*		
3. _____	*		
4. _____	*		
			\$ _____

Total Charges

*If Request is denied, the reasons for denial follow:

1. _____
2. _____
3. _____
4. _____

Signature of Custodian of Public Records _____ Date _____

This form must be completed and presented to the Custodian of Public Records between the hours of 8a.m. and 4p.m., Monday-Friday at the Lenape District's Administration Office located at 93 Willow Grove Road, Shamong, NJ. The Custodian of Public Records will determine appropriate fees, if applicable, to be charged for this request. Fees must be paid in advance. The Custodian of Public Records will fulfill a government record request as soon as possible, but not later than seven business days after receipt of the request, provided that the record is currently available and not in storage or archived. If the government record is in storage or archived, the Custodian of Public Records will advise the requester within seven business days after receiving the request, when the record/s will be available.

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 or P.L. 2001, c.404 (C.47:1A-7).

COST OF PAPER COPIES OF RECORDS

The fee for copies of printed government records shall not exceed:

Pages 1-10	\$0.75/ page
Pages 11-20	\$0.50/ page
All pages after 20	\$0.25/ page

If special equipment is needed to make the copies (e.g., for maps), the requester may be charged the actual cost of duplication. Special charges may also be levied for unusual requests or those that require direct expenditure of funds by the custodian (e.g., for computerized records) to reproduce the records.