

Request for Public Records: Instructions

A request for Public Records must be submitted on this form which has been adopted by the Morris County Sheriff's Office (MCSO). If your request is approved, the MCSO will compile the records and make the copies requested; they will normally be available within seven (7) business days pursuant to statute. If a document or copy which has been requested is not a public record pursuant to statute or if it cannot be provided within seven (7) business days, you will be provided with a response with that information within the seven (7) business days. The seven (7) business day time frame begins the day after your request has been received by the Custodian of Records for the MCSO.

Per N.J.S.A. 47:1A-1, et seq. the terms "public record" and "government record" in New Jersey do not include the following (not an all-inclusive list):

- 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 department

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 attached "Request for Public Records" application. 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.

Pursuant to N.J.S.A. 47:1A-5c, this agency may impose a reasonable special service charge if the nature, format, manner of collation, or volume of a government record is such that it cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate your request. The Requestor will be notified in advance of the special service charge and may object to the charge prior to it being incurred.

Request for Public Records Form

Please be sure you have read the preceding page for important information related to your rights concerning government records.

Requestor Information		Payment Information
Name of Requestor		Max. Authorized Cost: \$ _____ Select Method of Payment Cash Certified Check Money Order <i>(Made payable to MCSO)</i>
Street Address	City, State, Zip	
Daytime Telephone Number	E-Mail Address	
Record Request Information <i>To expedite your request, please be as specific as possible.</i>		Fees: 5¢ per page Special Service Charge: Extraordinary service fees will be additional and are dependent upon request.

To Be Completed by the Custodian of Records							
Requested records will be ready on:		Estimated # of pages:		Estimated Cost:		Deposit:*	

*** Deposit may be required when the anticipated cost of reproduction will exceed \$25.00**

This completed form, when signed by a designated Morris County Sheriff's Office employee, shall constitute a receipt for the records request and any deposit made by the Requestor.

Under penalty of law, the Requestor hereby certifies that he/she has not been convicted of any indictable offense under the laws of New Jersey, any other state or the United States and is not seeking government records containing personal information pertaining to a victim or a victim's family as provided by N.J.S.A. 47:1A-1 et seq.

OFFICIAL USE ONLY	
Request Granted	Yes No
Number of Pages	
Document Fee	
Delivery Fee	
Special Service Charge	
Total Fee	
Deposit	
Due Upon Completion	
Date Fulfilled	

Requestor's Signature

Date

Morris County Sheriff's Office

Date

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.