

**Request for Public Records  
City of Vineland Board of Education  
Cumberland County**

Records for : \_\_\_\_\_

Requested by: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone and/or Fax: \_\_\_\_\_

\*Birth date \_\_\_\_\_

\*Graduation Date (month/yr) \_\_\_\_\_

\*(if requesting your records only)

\*(if requesting your records only)

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Clearly print a brief description of the record (s) requested:

(circle)

1. (view or copy) \_\_\_\_\_

2. (view or copy) \_\_\_\_\_

3. (view or copy) \_\_\_\_\_

\*If request is denied, the reasons for denial follow:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Deposit if any: \$ \_\_\_\_\_ Total charges: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Custodian

\_\_\_\_\_  
Date

This form must be completed and presented to the Custodian of Records between the hours of 8:30 a.m. and 4:00 p.m. Monday-Friday when offices are normally open. "Fees charged will be in accordance with Board Policy #8310 (attached)." A deposit may be required upon acceptance of this request. Requested records will be made available as soon as possible.

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 (GRC) established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7). The GRC may be reached by Fax at (609) 633-6337 or by mail at P.O. Box 819 Trenton, NJ 08625. The GRC Website is: [www.nj.gov/grc](http://www.nj.gov/grc)