

BRIDGETON BOARD OF EDUCATION
BANK STREET ADMINISTRATION BUILDING
P.O. BOX 657
BRIDGETON, NJ 08302

REQUEST FOR PUBLIC RECORDS

Request for Personnel Records should be directed to the Human Resource Director.
Request for Pupil Records should be directed to the Assistant Superintendent.
Request for Other Records should be directed to the Board Secretary.

DATE OF APPLICATION: _____

NAME OF APPLICANT: _____ PHONE # _____

APPLICANT'S ADDRESS _____

SIGNATURE OF APPLICANT: _____

If this request is being made on behalf of an organization, please provide the following information:

NAME OF ORGANIZATION: _____ PHONE _____

ORGANIZATION'S ADDRESS: _____

DESCRIBE IN DETAIL THE PUBLIC RECORDS REQUESTED
(Use back of Request Form if Needed)

Approved **Denied** *Reason _____

*Citizens refused access to public records may appeal that decision to the government records council.

Upon approval, records will be made available within seven (7) days of request.

Prepayment is required.

Charge for photocopying public records:

Letter size pages .05 per page _____ Legal size pages .07 per page _____

Total Amount Charged _____

Administrator's Signature: _____ Date: _____