

Burlington County Bridge Commission
ACCESS TO GOVERNMENT RECORDS REQUEST FORM

SECTION 1: To be completed by the requestor

NAME OF REQUESTOR (Please print)

ADDRESS / CITY / STATE / ZIP OF REQUESTOR (Please print)

PHONE NUMBER OF REQUESTOR

1. Description of Government Record sought under N.J.S.A. 47:1A-1 (must be **specific**):

2. Requestor requests the following (check applicable request):

- Requestor requests examination only of above-described records.
- Requestor requests copies of above-described records.

3. Requestor agrees to pay a fee(s) required by law for copies of Government Records.

SIGNATURE OF REQUESTOR

DATE

Select One: Under penalty of N.J.S.A. 2C:28-3, I certify that I **Have Not** **Have** been convicted of any indictable offense under the laws of New Jersey, or any other state, or in the United States.

SECTION 2: To be completed by requestor when records (or access to records) are provided.

SIGNATURE OF REQUESTOR

DATE REVIEWED / INSPECTED

DATE RECORDS RECEIVED

SECTION 3: To be completed by Custodian of Records if request is denied.

Custodian of Records denies request for access to the requested records for the reasons stated:

CUSTODIAN OF RECORDS

DATE

**BURLINGTON COUNTY
BRIDGE COMMISSION**

1300 Route 73 North
P.O. Box 6
Palmyra, NJ 08065-1090

856-829-1900
FAX 856-829-5205



Commissioners
Priscilla B. Anderson
John B. Comegno II
Troy Singleton

Burlington County Bridge Commission

DIRECTIONS AND PROCEDURES FOR REQUESTING ACCESS TO GOVERNMENT RECORDS

The attached request form must be completed and either hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the Burlington County Bridge Commission, Attention: Executive Director, 1300 Route 73 North, PO Box 6, Palmyra, NJ 08065-1090.

Provided that the (1) request is sufficiently clear and complete; (2) Government Records requested are currently available and not in storage or archived, the Custodian of Records will either grant access to a Government Record or deny access to the record no later than seven business days from the date of the receipt of the request. If the Government Record is temporarily in use or archived or in storage, the Custodian of Records will advise the requestor and will make arrangements to promptly make available a copy of the record. If a request for access to a Government Record would substantially disrupt agency operations, the Custodian may deny access to the record after attempting to reach a reasonable solution with the requestor that accommodates the interests of the requestor and the agency.

If copies of Government Records are requested, a deposit may be required at the time the request is submitted. After copies are made, the requestor shall make any additional payments required or will be returned any excess deposit.

APPEAL PROCEDURES

If access to the requested records is denied by the Burlington County Bridge Commission Custodian of Records, the requestor may appeal that denial by filing a complaint in the Superior Court of New Jersey, Courts Facility Building, 49 Rancocas Road, Mount Holly, NJ 08060, or by filing a complaint with the Government Records Council, New Jersey Department of Community Affairs, 101 South Broad Street, PO Box 800, Trenton NJ 08625-0800.