



**Government Record Request Form**  
Essex County College, Human Resources Department  
303 University Avenue, Newark, NJ 07102  
Phone: (973) 877-3087 Fax: (973) 877-3409 Hours: 8:30a.m. – 5:00p.m.

**Section I. INSTRUCTIONS**

1. Requests for government records may be made only in writing on this form to the Custodian of Public Records at the above address or fax number. The Custodian of Public Records is the only person authorized to accept requests for government records.
2. Upon receipt, the Custodian will review the completed form for clarity and completeness. If the request is unclear, the Custodian may seek additional information.
3. One form must be completed for each record or each type of record requested.
4. Records may be inspected or picked up only at the Human Resources Department from the Custodian of Public Records.
5. Access will be granted or denied within seven business days from, but not including, the date of receipt of a completed form by the Custodian, unless a shorter or longer period is required or permitted by law. A form will be deemed complete when the document request is understandable to the Custodian and all necessary information and payments are received.
6. If you have elected not to provide contact information, the Custodian shall not be required to respond until seven business days after you reappear before the Custodian.
7. If the record is not currently available, is archived or in storage, the Custodian will advise you within seven days.
8. If a request would substantially disrupt agency operations as to substance or time, a reasonable solution will be attempted, otherwise the Custodian may deny the request.

**Section II. FEES AND CHARGES**

1. Full payment is required for requests of copies. Amount due is noted on reverse in Section VI.
2. Ordinary copying charges are as follow: \$0.75 per page for pages 1-10, \$0.50 per page for pages 11-20, \$0.25 for each page thereafter.
3. The Office of Custodian of Public Records has the right to charge for special services, including but not limited to retrieving documents from off-site storage, extraordinary copying requirements, transferring data medium, express postage fees or an extraordinary expenditure of time and effort. Full payment must be made in advance for such charges at the time the record is inspected or received.
4. The Office of Custodian of Public Records will accept only cash, cashier's check, money order or credit card, made payable to Essex County College.
5. There is no fee for inspecting or examining records.

**Section III. RIGHTS OF APPEAL**

1. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by Essex County College to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law.

