

MUNICIPAL CLERK
& REGISTRAR
Diane Pflugfelder, RMC/CMC

clerk@bethlehemnj.org



PHONE: 908.735.4107 Ext. 101
FAX: 908.735.0485

OFFICE HOURS: Monday – Friday
8:30 am to 3:30 pm

405 Mine Road, Asbury, NJ 08802

Request for Public Records

Pursuant to N.J.A.C. 5:38-2.1(c), the Municipal Clerk of the Township of Bethlehem in the County of Hunterdon and State of New Jersey maintains the below list of persons as required by law. No information shall be allowed to be inspected without the requester first providing all of the below information and presentation of a valid photo identification prior to inspecting any requested information.

Name: _____

Address: _____

Telephone (daytime): _____

Information requested (specify subject, date, topic or other identifying data)

Reason for requesting information _____

The requestor hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he/she has not been convicted of an indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et. seq.. This form when signed by the Municipal Clerk shall constitute a receipt for any deposit received.

Date of Request: _____

Signature

This information requested will be available on _____

Any request for a copy of public record is to be submitted on this form, which has been adopted by the Municipal Clerk as the Custodian of Public Records. Some records will be immediately available during normal business hours. Some records will require time to compile and duplicate copies requested, but would generally be available during the normal business hours and within seven (7) business days. If any document or copy which is requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved for simply inspecting a document during normal business hours. This request must be presented in person to the Office of the Municipal Clerk during the normal business hours, Monday through Friday, 9:00 am to 3:00, exception of municipal holidays.

- ✓ Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employees salary and overtime information. Minutes of public meetings will be available after the minutes have been adopted.
- ✓ Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.
- ✓ Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: First page to tenth page, \$0.75; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page. All other fees are as set in the Bethlehem Township Code.
- ✓ Where as request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. This cost will be based on the costs of producing the format requested or the Bethlehem Township Code.
- ✓ Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, police investigation records, public assistance files, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

Estimated number of pages: _____

Estimated cost: _____

Deposit:
(required when anticipated cost exceeds \$5.00) _____

Actual number of pages: _____

Actual cost: _____

Balance: _____

Requestor Date

Municipal Clerk date

Public Records Request Response

Requestor: _____ Date: _____

() The document(s) listed below and requested by you are not being provided at this time because the document(s) are currently not available and still being researched.

() The document(s) listed below and requested by you are not being provided because the document(s) are not public records as provided by O.P.R.A.

Municipal Clerk/Department Chair Signature

You have a right to appeal the decision that the document(s) are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq. If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

Municipal Clerk

Date

Acknowledgement

I hereby acknowledge that I have received the documents requested for any documents specifically listed above on which a determination has been made that the document(s) will not be provided and/or are still being researched. If any document(s) have not been provided, I have received information on the procedures for any appeal of the determination.

Requestor

Date

Public Record Request Forwarded to;

	Requested Date	Response Date
Agricultural Development Committee	_____	_____
Municipal Board of Adjustment	_____	_____
Municipal Board of Health	_____	_____
Construction Code Official	_____	_____
Department of Public Works	_____	_____
Economic Development Committee	_____	_____
Environmental Commission	_____	_____
Finance Department	_____	_____
Municipal Planning Board	_____	_____
Recreation Commission	_____	_____
Tax Collection	_____	_____
Tax Assessor	_____	_____
Municipal Zoning Office	_____	_____