REQUEST FOR PUBLIC RECORD

Requestor Information – Please Print

First Name ___________________________ MI _____ Last Name ___________________________

E-Mail Address ___________________________

Mailing Address ___________________________

City ___________________________ State __________ Zip __________

Telephone ___________________________ Fax ___________________________

Pick On-Site

Preferred Delivery: UP _____ US Mail _____ Inspect _______ Fax _______ E-mail _______

Signature ___________________________ Date ___________________________

PAYMENT INFORMATION

Maximum Authorization Cost $ __________

Select Payment Method: Cash Money Order Debit/Credit Card (Discover/MasterCard/Visa)

Fees: Letter Size Pages - $0.05 per page
      Legal Size Pages - $0.07 per page
      Other materials (CD, DVD, etc) – Actual cost of material

Delivery: Delivery/postage fees additional depending upon delivery type

Extras: Special service charge dependent upon request

Deposits: May require a deposit whenever the custodian anticipates that the documents requested will cost in excess of $5 to reproduce
Township of Mannington  
491 Route 45  
Mannington, NJ 08079

**Record Request Information:** Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Information on a Specific Property
Block__________________________ Lot__________________________

**Information Requested:**

( ) Municipal Lien Search

( ) Municipal Improvement Search

( ) Municipal Tax Search

( ) Property Assessment

( ) Copy Of Minutes (Specify Date(s))

( ) Township Committee

( ) Township Committee

( ) Township Committee

( ) Other (Specify Date & Name of Document)
Township of Mannington
491 Route 45
Mannington, NJ 08079

The Applicant acknowledges that in any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificates as provided in N.J.S.A. 54:5-11, ET SEQ. or N.J.S.A.54:5-18.5, Neither the applicant nor any third party may assert any claim for damages against the Township of Mannington or its Officers or Employees nor shall any act of the applicant constitute or be construed as creating an estoppel as to the Township’s right to collect any outstanding balance or lien.

The public records requested will normally be available within seven (7) business days, except that:

1. No tax or lien searches will be processed five (5) business days before and ten (10) business Days after the quarterly due date for taxes (February 1, May 1, August 1, November 1)

2. No tax or lien searches will be processed two (2) business days before and after a tax sale

3. Fifteen (15) days for a certificate as to municipal taxes, liens or improvements

4. Minutes of public meetings will be available within two (2) business days after the minutes have been approved by township committee

5. 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 five (5) business days indicating the amount of time which will be required to complete the search of the records,

6. Where a legal determination must be made as to whether records are “Public Records” the time to provide copies will run from the date that the municipal official receives the determination from the township attorney or a court order that the records should be provided

The term “Public Records” generally includes those records which the township is required by law to maintain. The term does not include employee personnel files, police investigation records, public assistance files, vital statistic records or other matters in which there is a right of privacy or confidentiality
YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

[To be completed by the Custodian of records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. Response is due to requestor as soon as possible, but no later than seven (7) business days.]

N.J.S.A. 47:1A-1.1

( ) Any record within the attorney-client privilege
( ) Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer
( ) Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
( ) Security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software
( ) Information which, if disclosed, would give an advantage to competitors or bidders
( ) Information generated by or on behalf of public employers or public employees in connection with:
  ( ) Any sexual harassment complaint filed with a public employer
  ( ) Any grievance filed by or against an employee
  ( ) Collective negotiations documents and statements of strategy or negotiating
( ) Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
( ) Information that is to be kept confidential pursuant to court order
( ) Certificate of honorable discharge issued by the United States government (Form DD-214) filed with
( ) Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
( ) Social Security numbers
( ) Credit Card numbers
( ) Unlisted telephone number
( ) Drivers’ License number
( ) Certain records of higher education institutions:
  ( ) Research records
  ( ) Questions or scores for exam for employment or academics
  ( ) Charitable contribution information
  ( ) Rare book collections gifted for limited access
  ( ) Admission applications
  ( ) Student records, grievances or disciplinary proceedings revealing a student’s identification
( ) Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and privileges created by State Constitution, statute, court rule or judicial case law

N.J.S.A. 47:1A-9

( ) Personnel and pension records (however, the following information must be disclosed:
  An individual’s name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received

When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the US, or when authorized by an individual in interest

Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information

N.J.S.A. 47:1A-10