

Burlington County Board of Taxation Government Record(s) Access Request Form

Pursuant to Chapter 202, P.L. 2001

REQUESTOR INFORMATION

Name: _____

Company (if any): _____

Address: _____
Street or PO Box City State Zip Code

Telephone: () AREA CODE NUMBER E-mail Address: _____

Brief description of government record(s) sought: _____

Medium Requested:

- Paper
- Labels
- Tape
- Other _____

Applicant 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 or she has not been convicted of any 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 of a crime or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

Requestor signature: _____ Date: _____

CUSTODIAN DATA

Record(s) provided: _____

Medium record was delivered in : _____

When record was made available: _____

RESULT OF RECORDS REQUEST

- Filled within seven (7) business days
 - Filled beyond seven (7) business days*
 - Denied*
 - Partially Denied*
- * Reason(s) for denial, partial denial or delay of request, if any: _____

PAYMENT INFORMATION

- Check
- Cash
- Money Order

COUNTY BOARD OF TAXATION USE ONLY

Estimate Cost	\$ _____
Deposit Amount	\$ _____
Total Cost	\$ _____
Total Amount Paid	\$ _____
Date Received by Custodian	_____

For additional information, including right to appeal custodian's denial of access to government record(s), see reverse side.

Custodian (print name): _____ Date: _____

Custodian (signature): _____

PUBLIC NOTICE
RIGHT TO ACCESS GOVERNMENT RECORDS

Chapter 404, P.L. 2001, amending and supplementing
P.L. 1963, c.73 (C. 47:1A-1 et seq.), P.L. 1995, c.23 and P.L. 1998, c.17

Unless a shorter time period is otherwise provided by statute, regulation, or executive order, a custodian of a government record must grant access to a government record or deny a request for access to a government record as soon as possible, **but not later than seven business days after receiving the request**, provided that the record is currently available and not in storage or archived. The county board of taxation must appoint a custodian of the county tax board's records. If the custodian does not respond to a request within seven business days after receiving the request, the request is considered denied, unless the person requesting the records has elected not to provide a name, address or telephone number, or other means of contact. If the person requesting the record elects not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until the person requesting the records reappears before the custodian for a response to the original request. If the government record is in storage or archived, the custodian must advise the person who requested the record within **seven business days after the custodian receives the request** when these records can be made available. If the record is not made available by that time, access is considered denied. A request for access to a government record must be in writing and either hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the custodian on this form. The custodian must promptly comply with a request to inspect, examine, copy, or provide a copy of a government record. If the custodian is unable to comply with a request for access, he must indicate the specific reason(s) that he cannot comply on the request form and promptly return the form to the person requesting the record. The custodian must sign and date the form and provide the person with a copy of the form. If the custodian asserts that part of a particular record is exempt from public access in accordance with the statute, he must excise from the copy of the record that portion which the custodian asserts is exempt from access and promptly allow access to the remainder of the record. If the government record requested is temporarily unavailable because it is in use or in storage, the custodian must advise the person requesting the record and make arrangements to make available a copy of the record promptly. 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 that accommodates the interests of the requestor and the agency.

DOCUMENTS OR DATA THAT CANNOT BE MADE AVAILABLE UNDER CHAPTER 404, P.L. 2001

A public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when its disclosure would violate the citizen's reasonable expectation of privacy. The custodian thus is required to delete all Social Security numbers, financial information, credit card numbers, unlisted telephone numbers, or driver license numbers from the government record or records prior to allowing access.

RIGHT TO APPEAL THE DENIAL OF ACCESS

A person who is denied access to a government record by the custodian, has the option to challenge the custodian's decision by filing an action in Superior Court. The hearing will be held in a vicinity near where it is filed by a Superior Court Judge who has been designated to hear such cases because of that judge's knowledge and expertise in matters relating to access to government records. The person who was denied access to the government record(s) may instead file a complaint with the Government Records Council established pursuant to section 8 of Chapter 404, P.L. 2001.

The right to institute any proceeding shall be solely that of the person who has requested the government record(s). Any such hearing shall proceed in a summary and expeditious manner. The public agency has the burden of proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, the court or agency head shall order that access be allowed. A person requesting a record who prevails in any proceeding is entitled to a reasonable attorney's fee.

The Director of the Division of Taxation in the Department of the Treasury has prescribed this form, as required by law. This form may not be altered or amended without prior approval of the Director.