



UPPER SADDLE RIVER POLICE DEPARTMENT REQUEST FOR PUBLIC RECORDS

(N.J.S.A. 47:1A-1, ET SEQ.)

A request for Public Records must be submitted on this form, which has been adopted by the Chief of Police as the Custodian of Records. Unless a shorter time is otherwise provided by statute, regulation or executive order, a custodian of a government record shall 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. Within seven business days of receiving your request, the custodian will send you a writing indicating that: 1) the record is available and the cost for its production, which must be paid in advance; 2) the record is not a government record and therefore exempt from disclosure; or 3) the custodian cannot provide the record within seven business days, the reason(s) for the delay and an estimate of when the record will be available. Fees for copying public records are: \$0.05 per letter size page and \$0.07 per legal size page. Pursuant to *N.J.S.A. 47:1A-5c.*, this office may impose a reasonable special service charge if the nature, format, manner of collation, or volume of a government record is such that it cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate your request. To obtain a copy of or access to a government record, complete this form and send it to: **ATTN: Records Department, Upper Saddle River Police Department, 368 West Saddle River Road, Upper Saddle River, New Jersey 07458.**

Be advised that the following are not *government records* and are therefore exempt from disclosure: criminal investigatory records; victim's records; administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security; 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 of persons, property, electronic data or software; information which, if disclosed, would give an advantage to competitors or bidders; interagency or intra-agency advisory, consultative or deliberative material; pension and personnel records; and information generated by or on behalf of public employers or public employees in connection with any sexual harassment complaint filed with a public employer or with any grievance filed by or against an individual or in connection with collective negotiations, including documents of strategy or negotiating position.

Print Clearly

Name: _____

Address: _____

Telephone: _____

Government Record Requested: _____

The applicant hereby acknowledges receipt of a copy of this form with the date on which the requested 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 a victim or a victim's family.

Pre-payment of a deposit for this request is required in the amount of: \$ _____

This completed form, when signed by an Upper Saddle River Police Department employee, shall constitute a receipt for the deposit made by the applicant.

Applicant

Upper Saddle River police Department

Date

Date