

**Request for Public Records  
Hillside Board of Education  
Union County**

Requested by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and/or Fax: \_\_\_\_\_

Signed: \_\_\_\_\_

**To be Completed by the Custodian of Records**

Clearly print a brief description of the record(s) requested:

*Date*

Request Approved or Denied	To Be Provided By	Fees Charged
*		
*		
*		
*		

\$

**Total Charges**

\*If Request is denied, the reasons for denial follow:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_  
Signature of Custodian

\_\_\_\_\_  
Date

This form must be completed and presented to the Office of The Board Secretary between the hours of 8am and 4pm, Monday - Friday when offices are normally open. Within 24 hours, a Board Official will determine appropriate fees, if applicable, to be charged for this request. Fees must be paid in advance. Requested records will be made available 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.

A person making a request of public records who is denied such access, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to section 8 of P.L. 2001,c.404 (C.47:1A-7)