

# WEST CAPE MAY VOLUNTEER FIRE COMPANY, INC.

732 Broadway / P.O. Box 533

West Cape May, NJ 08204

Phone: (609)884-3436 Fax: (609)884-0100

E-mail: firecowestcapemay@comcast.net

## REQUEST FOR ACCESS TO GOVERNMENT RECORDS

### FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_\_

Date of Response: \_\_\_\_\_

### DIRECTIONS AND GENERAL INFORMATION

A request for access to or for a copy of Government Records should be submitted on this form. Some records will be immediately available during normal business hours. Some records will require time to compile and make copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within 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 in simply inspecting a document during normal business hours. This request may be filled in and mailed, faxed or hand delivered. In general:

- Immediate access is available to budgets, bills, contracts.
- Records which are not readily available or which 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 that will be required to provide the records.
- Except as otherwise provided by law or regulation, fee assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page.
- Where a request is for a copy in a format other than photocopy, reasonable efforts will be made to provide the information in the format requested if the County maintains the records in the medium. The cost will be based on the costs of producing the format requested.
- 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 Company's 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 membership personnel files, emergency or security information on procedures for any building or facility, information that would give an advantage to competitors or bidders, trade secrets and proprietary commercial or financial information obtained from any sources and of any document that discloses the social security number, credit card number, unlisted telephone number or driver's license number of any person, public assistance files or other matters in which there is a right of privacy or confidentiality or inter-agency or intra-agency advisory, consultative or deliberative material or other material which is specifically exempted by law.

### Below must be filled in completely (Typed or Printed)

Documents being requested (Attach separate sheet with details if necessary): \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (Day): \_\_\_\_\_

E-mail Address: \_\_\_\_\_