

Township of Winfield

12 Gulfstream Avenue

Winfield, New Jersey 07036

Phone: 908-925-3852 Fax: 908-925-4526

REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS

(N.J.S.A. 47:1A-1, et seq.)

A request for Public Records must be submitted to the above address, on this form, which has been adopted by the Township of Winfield Custodian of Records. If your request is approved, it will take some time to compile the records and make the copies requested, but they will normally be available within seven business days pursuant to statute. If a document or copy, which has been requested, is not a public record pursuant to statute or if it cannot be provided within seven business days, you will be provided with a response with that information within the seven business days. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: letter size, \$0.05 per page; legal size, \$0.07 per page; if actual costs exceed the foregoing rates than the actual cost of duplicating the record will be assessed; when the request is not made in person the total postage will be assessed for the amount of postage necessary to forward to the applicant. 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.

The terms "public record" and "government record" in New Jersey do not include:

- Criminal investigatory records
- Victim's records
- Inter-agency or intra agency advisory, consultative, or deliberative material
- Emergency or security information or procedures for buildings or facilities
- Administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security
- Information regarding labor-management negotiations including statements of strategy or negotiating position
- Pension and personnel records in possession of this office

Name: _____

Address: _____

E-mail: _____

Telephone: _____ Fax: _____

Information Requested: _____

Dates of Incident / Occurrence: _____

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.

Signature: _____ Date: _____

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

This completed form, when signed by a Township of Winfield Office employee, shall constitute a receipt for the deposit made by the applicant.

Custodian of Records: _____ Date: _____