

**Regulation**

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INSPECTION AND REQUESTS FOR  
ACCESS TO GOVERNMENT RECORDS

The board recognizes the right of citizens to inspect and receive copies of public records.

Citizens may inspect public records in the office of the Custodian of School Records (hereinafter "Custodian") during regular business hours and under the supervision of a representative of the Custodian.

Records may be inspected, examined and requests for copies made during regular business hours unless the government record is exempt from public access.

1. Prior to permitting access to any government record, the Custodian shall redact from that record any information which discloses the social security number, credit card number, unlisted telephone number or driver's license number of any person.
2. Copies of government records may be purchased by payment of a fee pursuant to N.J.S.A. 47:1A-1 et seq., which provides for the following charges:
  - Pages 1 through 10 - \$0.75 per page
  - Pages 11 through 20 - \$0.50 per page
  - Pages over 20 - \$0.25 per page
3. The "Request for Access to Government Records" form must be completed and a response shall be provided within seven (7) business days after request is received provided that the record is currently available and not in storage or archived. If the response is a denial or if no response is given, this decision may be appealed to Union County Superior Court, Broad Street, Elizabeth, New Jersey or the Government Records Council in the Department of Community Affairs, West State Street, Trenton, New Jersey.
4. If the request is anonymous or if the pages exceed twenty-five (25), prepayment of fees is required, pursuant to the fees set forth above.
5. All requests shall be in writing and hand delivered, mailed or e-mailed to the Custodian of Records. The Custodian of Records shall be the Board Secretary. The alternate Custodian of Records is the Business Administrator. The present E-mail address of the Custodian of Records is as follows [jdamoto@twpunionschools.org](mailto:jdamoto@twpunionschools.org) or a request can be mailed or hand delivered to the following address: 2369 Morris Avenue, Union, New Jersey 07083.
6. If the government record is in storage or archive, the requestor shall be so advised within seven (7) business days after the Custodian receives the request. The requestor shall be advised by the Custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied.
7. Anyone employed by the Township of Union Board of Education who receives a request shall immediately forward same to the Custodian of School Records for handling.
8. The Custodian of School Records shall prepare and make available a form to be used by individuals requesting access to government records.

INSPECTION AND REQUESTS FOR  
ACCESS TO GOVERNMENT RECORDS (continued)

This procedure shall be posted conspicuously in the Administration Building, 2369 Morris Avenue, Union, New Jersey a circulated to all administrative staff in the District.

Dated: June 19, 1984  
Amended: July 19, 1988 (File Code # change)  
Amended: February 18, 1997  
Amended: October , 2002