



August 2, 2007

Attn: Records Custodian
West Milford School District
46 Highlander Drive
West Milford, NJ 07480

Dear Sir or Madam:

Enclosed is my completed OPRA request form. My agent will visit your office on Monday, August 13, 2007 between 9 and 10 a.m. to retrieve the requested document. At that time, he will pay for any copying fees.

Thank you for your attention to this matter.

Encl.

WEST MILFORD TOWNSHIP PUBLIC SCHOOL DISTRICT
REQUEST FOR PUBLIC RECORDS
(Pursuant to the Open Public Records Act)

Requested By: (Please Print) Anonymous

Address: _____

Telephone (E-Mail, Fax Number): _____

Signature: _____ Date: 8-2-07

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

- 1. View or (Copy) Current contract for Business Administrator
- 2. View or Copy _____
- 3. View or Copy _____
- 4. View or Copy _____

Copy Fees: Pages 1-10 - \$.75 each (\$7.50); Pages 11-20 - \$.50 each (\$5.00); Pages 21 & up - \$.25 each
Audio Tape; Video Tape, CD, or DVD – Limited to the actual cost per unit

This form must be completed and presented to the Custodian of Records between the hours of 9:00 a.m. and 4:00 p.m., Monday - Friday when offices are normally open. The Custodian of Records will determine the fees for requested materials. A deposit may be required upon acceptance of this request. A request for records will receive a response as soon as possible but not later than 7 business days after receiving the request.

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 (GRC) established pursuant to Section 8 of P.L. 2001, c.404 (C.47:1A-7). The GRC may be reached by fax at (609) 633-6337 or by mail at PO Box 819, Trenton, NJ 08625. The GRC Website is www.nj.gov/grc

To be completed by Custodian of Records

Date Request Received: 8/6/07 Time: _____ Received By: Janet Conley

A - Request Approved

D - Request Denied (If Request is denied, the reasons are stated below.)

- A 1. _____ # of Pages: 3 Copy Fees: \$ 2.25
- 2. _____ # of Pages: _____ Copy Fees: \$ _____
- 3. _____ # of Pages: _____ Copy Fees: \$ _____
- 4. _____ # of Pages: _____ Copy Fees: \$ _____

Deposit: \$ _____ Total: \$ _____
Date Paid: 8/13/07 Check/Cash: 2.25

Signature and Title of Custodian: _____ Date: _____