

CAPE MAY COUNTY PROSECUTOR'S OFFICE

REQUEST FOR PUBLIC RECORDS

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

A request for Public Records must be submitted on this form which has been adopted by the Prosecutor of Cape May County as the 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. Fees for copying public records are established by statute as follows:

- Every public agency must charge \$0.05 per page for letter size pages or smaller.
- Every public agency must charge \$0.07 per page for legal sized pages and larger.
- Any public agency whose actual cost to produce paper copies exceed the \$0.05 and \$0.07 rate may change the actual cost of duplication.
- Every public agency must provide electronic records FREE OF CHARGE (i.e. records sent via e-mail and fax.
- Every public agency must charge the actual cost to provide records in another medium (i.e. computer disk, CD-ROM, DVD)

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: _____

Telephone: _____

Information Requested: _____

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.

Applicant

Cape May County Prosecutor's Office

Date: _____

Date: _____