

HOPE TOWNSHIP BOARD OF EDUCATION
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NOTICE CONCERNING OPEN PUBLIC RECORDS ACT

The Hope Township School recognizes the need for individuals, groups and other entities to obtain records pertaining to the business of operating a school district. Therefore, in compliance with the Open Public Records Act, the district has formalized the procedures for obtaining records.

1. A Request for Public Records form must be completed. These forms are available in the Main Office, the Board Office and on the school website www.hope-elem.org
2. The requester must deliver the completed Request for Public Records form to the Custodian of School Records, Dawn Huff, Business Administrator. Requests for records not forwarded to the Custodian of School Records will be deemed not delivered until such time as the Custodian receives the request.
3. Upon receipt of the Request for Public Records form, the Custodian of School Records shall sign and date the form and provide the requestor with a copy.
4. If the record is available, not in use or in storage, the requestor may inspect and examine the requested record during regular business hours of 8:00 a.m. to 4:00 p.m.
5. If the record is currently in use or archived, the requestor will be notified of the approximate cost and given a copy of the record as soon as possible but no later than seven days after the request. Full payment of the fee will be made by the requestor at the time of delivery of the requested documents.
6. Any portions of the records which are deemed to be confidential as outlined in the Open Public Records Act will be deleted or excised from the copy given to the requestor.
7. Any requests for records which would substantially disrupt district operations may be denied access by the custodian. Prior to denial, a reasonable solution with the requestor that accommodates the interests of the requestor and district will be sought.
8. Right of Appeal by Requestor - If a requestor would like to appeal the denial of records they may file a complaint with the Superior Court or with the Government Records Council (GRC). The GRC may be reached by fax at 609-633-6337, or by mail at P.O. Box 819, Trenton, NJ 08625 or through their website at www.nj.gov/grc.
9. Copies of records may be purchased as per Board Policy and Regulation 8310 Public Records. The cost is as follows:
 - a. Letter size - \$0.05/page
 - b. Legal size - \$0.07/page
 - c. Delivery/postage fees are additional depending upon delivery type.
 - d. Extraordinary service fees dependent upon request.