

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 Chief of Police. 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 (7) 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 (7) business days, you will be provided with a response with that information within the seven (7) business days. Fees for copying public records are established by Borough Ordinance as follows: first (1<sup>st</sup>) page to tenth (10<sup>th</sup>) page \$.75 per page; eleventh (11<sup>th</sup>) page to twentieth (20<sup>th</sup>) page, \$.50 per page; all pages over twenty (20), \$.25 per page. Pursuant to N.J.S.A. 47:1A-5c., this agency 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 term "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 department

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Information Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your request is being denied, in whole or in part, because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.

† Pre-payment of a deposit for the estimated cost for this request is required in the amount of: \$\_\_\_\_\_

This completed form, when signed by the Chief of Police, shall constitute a receipt for the deposit made by the applicant.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Chief of Police

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PUBLIC RECORD REQUEST RESPONSE  
LINCOLN PARK POLICE DEPARTMENT

TO: \_\_\_\_\_

1 Document(s) provided: \_\_\_\_\_ pages at total cost of: \_\_\_\_\_

1 Document(s) not provided (see below)

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, as noted below:

<u>Privileged or Protected Category</u>	<u>Authority</u>
1 Autopsy Reports	N.J.S.A. 47:1A-1.1 et seq.
1 Child abuse or sex assault victim name or address	N.J.S.A. 2A:82-46b
1 Court records sealed	Executive Order 69
1 Computer security information	N.J.S.A. 47:1A-1.1 et seq.
1 Criminal investigatory records	N.J.S.A. 47:1A-1.1 et seq.
1 Credit card numbers	N.J.S.A. 47:1A-1.1 et seq.
1 Grand Jury testimony, information	Court Rule 3:6-7
1 Grievance information with public employer	N.J.S.A. 47:1A-1.1 et seq.
1 Domestic Violence data	N.J.S.A. 2C:25-33
1 Drivers' License numbers	N.J.S.A. 47:1A-1.1 et seq.
1 DYFS information	N.J.S.A. 9:6-8.10
1 Electronic Surveillance Materials	N.J.S.A. 2A:156A-19
1 Emergency or security information or procedures	N.J.S.A. 47:1A-1.1 et seq.
1 Employee sexual harassment complaints	N.J.S.A. 47:1A-1.1 et seq.
1 Fingerprint cards	Executive Order 69
1 Inter-agency or intra agency advisory communications	N.J.S.A. 47:1A-1.1 et seq.
1 Juvenile records	N.J.S.A. 2A:4A-60
1 Labor Negotiation information, strategy or positions	N.J.S.A. 47:1A-1.1 et seq.
1 Medical Examiner Photographs	N.J.S.A. 47:1A-1.1 et seq.
1 Otherwise inappropriate material	Executive Order 69
1 Pension and Personnel records	N.J.S.A. 47:1A-1.1 et seq.
1 Photographs	N.J.S.A. 47:1A-1.1 et seq.;
	Executive Order 69
1 Pre Sentence Investigations	State v. DeGeorge, 113 NJ
	Super.542 (App. Div.1971)
1 Public Agency Insurance communications	N.J.S.A. 47:1A-1.1 et seq.
1 Safety of persons or public	N.J.S.A. 47:1A-1.1 et seq.;
	Executive Order 69
1 Security measures and surveillance techniques	N.J.S.A. 47:1A-1.1 et seq.
1 Social Security Numbers	N.J.S.A. 47:1A-1.1 et seq.
1 Unlisted Telephone Numbers	N.J.S.A. 47:1A-1.1 et seq.
1 Victim locations (Domestic Violence)	N.J.S.A. 2C:25-26c
1 Victim records	N.J.S.A. 47:1A-1.1 et seq.
1 Record has been destroyed/not retained pursuant to:	Records Retention and
	Disposition Schedule (NJ
	Dept. of State, Div. Of
	Archives Mgmt.)
1 Other	_____

You have a right to appeal the decision that a document or documents are not public records. You may take your appeal to the Public Records Council or to the New Jersey Superior Court as provided by N.J.S.A. 47:1A-6 and -7.

Date: \_\_\_\_\_

\_\_\_\_\_  
Borough of Lincoln Park Police Chief

ACKNOWLEDGEMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on this form as to the procedures for any appeal of the determination.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature