

# NORTH ARLINGTON Board of Education

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**Samantha Dembowski**  
School Business Administrator /Board Secretary  
Ext. 3064

## REQUEST FOR PUBLIC RECORDS

### REQUESTER INFORMATION:

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

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

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

E-Mail: \_\_\_\_\_

### Record request information:

To expedite your request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying, inspection, or examination) and if data, the medium requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Fees

8-1/2" x 11" Page     \$.05 each

8-1/2" x 14" Page     \$.07 each

### Payment Method

\_\_\_\_\_ Cash

\_\_\_\_\_ Check

\_\_\_\_\_ Money Order

**Preferred Delivery:**    \_\_\_\_\_ Pickup                      \_\_\_\_\_ US Mail                      \_\_\_\_\_ Email

**Delivery:** Delivery/postage fees will be additional depending upon type of delivery.

**Extras:** Extraordinary services fees dependent upon request.

All fees must be paid prior to receiving the requested documents.

### Custodian of Records:

\_\_\_\_\_ Request Granted

\_\_\_\_\_ Request Denied

Reason for denial: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Requester)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Custodian)

\_\_\_\_\_  
Date

Pride ♦ Loyalty ♦ Desire