

**Open Public Records Act (OPRA)  
 Official Request for Public Records  
 Lenape Regional High School District  
 County of Burlington**

Requested by: \_\_\_\_\_  
 Phone and/or Fax: \_\_\_\_\_  
 Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

To be Completed by the Custodian of Records

	Request Approved or Denied	To Be Provided By	Fees Charged
1. _____	*		
2. _____	*		
3. _____	*		
4. _____	*		

\$ \_\_\_\_\_

Total Charges

\*If Request is denied, the reasons for denial follow:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Signature of Custodian of Public Records \_\_\_\_\_ Date \_\_\_\_\_

This form must be completed and presented to the Custodian of Public Records between the hours of 8a.m. and 4p.m., Monday-Friday at the Lenape District's Administration Office located at 93 Willow Grove Road, Shamong, NJ. The Custodian of Public Records will determine appropriate fees, if applicable, to be charged for this request. Fees must be paid in advance. The Custodian of Public Records will fulfill a government record request as soon as possible, but not later than seven business days after receipt of the request, provided that the record is currently available and not in storage or archived. If the government record is in storage or archived, the Custodian of Public Records will advise the requester within seven business days after receiving the request when the record/s will be available.

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 established pursuant to Section 8 or P.L. 2001, c.404 (C.47:1A-7).