



**HADDONFIELD PUBLIC SCHOOLS**  
 One Lincoln Avenue  
 Haddonfield, NJ 08033  
 Camden County

**Open Public Records Act  
 OPRA Request Form**

Requested by: \_\_\_\_\_

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

Phone and/or Fax: \_\_\_\_\_

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

**Clearly print a brief description of the record(s) requested:  
 (CIRCLE)**

- 1. (view or copy)  
\_\_\_\_\_
- 2. (view or copy)  
\_\_\_\_\_
- 3. (view or copy)  
\_\_\_\_\_
- 4. (view or copy)  
\_\_\_\_\_

**To be completed by the Custodian of Records**

Request Approved Or Denied	To Be Provided By	Fees Charged
*		
*		
*		
*		

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

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

\$ \_\_\_\_\_  
 Total Estimated Charge

\$ \_\_\_\_\_  
 Deposit Required

\_\_\_\_\_  
 Signature of Custodian

\_\_\_\_\_  
 Date

**This form must be completed and presented to the Custodian of Records between the hours of 9 AM and 4 PM, Monday to Friday when offices are normally open. A determination as to any fees charged will be made by the Custodian of Records. A**

**deposit may be required upon acceptance of this request. Requested records will be made available as soon as possible, provided that the record is currently available and not in storage or archived.**



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