

**University of Medicine and Dentistry of New Jersey**  
**Government Record Request Form**  
Custodian of Public Records, Office of Legal Management  
65 Bergen St., Suite 1218 P.O. Box 1709 Newark, NJ 07107-3001  
Phone: (973) 972-3700 Fax: (973) 972-7297 Hours: 9:30a.m. – 4:00p.m.

**Section I. INSTRUCTIONS**

1. Requests for government records may be made only in writing on this form to the Custodian of Public Records at the above address or fax number. The Custodian of Public Records is the only person authorized to accept requests for government records.
2. Upon receipt, the Custodian will review the completed form for clarity and completeness. If the request is unclear, the Custodian may seek additional information.
3. One form must be completed for each record or each type of record requested.
4. Please sign and date Section V.
5. Records may be inspected or picked up only at the Office of the Custodian of Public Records.
6. Access will be granted or denied within seven business days from, but not including, the date of receipt of a completed form by the Custodian, unless a shorter or longer period is required or permitted by law. A form will be deemed complete when the document request is understandable to the Custodian and all necessary information and pre-payments are received.
7. If you have elected not to provide contact information, the Custodian shall not be required to respond until seven business days after you reappear before the Custodian.
8. If the record is not currently available, is archived or in storage, the Custodian will advise you within seven days.
9. If a request would substantially disrupt agency operations as to substance or time, a reasonable solution will be attempted, otherwise the Custodian may deny the request.

**Section II. FEES AND CHARGES**

1. Ordinary copying charges are the following: \$0.75 per page for pages 1-10, \$0.50 per page for pages 11-20, \$0.25 for each page thereafter.
2. The Office of Custodian of Public Records has the right to charge for special services, including but not limited to retrieving documents from off-site storage, extraordinary copying requirements, transferring data medium, express postage fees or an extraordinary expenditure of time and effort. The Office of the Custodian of Public Records requires full payment of such charges at the time the record is inspected or received.
3. The Office of Custodian of Public Records will accept cash, cashier's check or money order, made payable to UMDNJ.
4. There is no fee for inspecting or examining records.
5. Payment must be provided before a document is released.

**Section III. RIGHTS OF APPEAL**

You have the right appeal the decision that the record is not a government record to which you have access. You may take your appeal to the Government Records Council which has mediation and dispute resolution procedures or you may file a lawsuit with the New Jersey Superior Court, as provided in N.J.S.A. 47:1A-1 et seq. If your request has been denied, a statement of the procedures for the appeal will be attached to this notification. The Government Records Council toll free help line is 866-850-0511.

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**Section IV. EXEMPTIONS TO DISCLOSURE**

**Partial List of Categories of Documents in which the Government Records Law Recognizes a Personal Privacy or Public Interest in Confidentiality**

1. pedagogic, scholarly, and/or academic research records;
2. inter-agency or intra-agency advisory, consultative or deliberative material;
3. records of pursuit of charitable contributions or certain records containing the identity of a donor or gift;
4. specific details of any research project conducted under the auspices of UMDNJ (Note that the university does not do “secret” research and discloses the name, title, expenditures, source and amount of funding, and date when final project of summary of any research will be available. Note also that frequently federal and state funded research results in a report that the federal or state government makes public);
5. valuable or rare collections or books and/or documents;
6. student records;
7. patient records;
8. proprietary commercial information;
9. trade secrets;
10. information that would give an advantage to competitor or bidders;
11. communication with risk manager or insurance companies;
12. records within attorney-client privilege;
13. test questions, scoring keys, and other examination data pertaining to the administration of an examination for employment or academic purposes;
14. personnel and pension records, including records relating to grievances filed by or against an individual, except for employee’s name, title, position, salary, payroll record, length of service, date of separation and the reason therefore;
15. information that would jeopardize computer security or jeopardize security of any building or facility or persons therein; and
16. other exemptions as listed in NJSA 47:1A-1 et seq.



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**Section VII. PAYMENT INFORMATION – UMDNJ USE ONLY**

Select Form of Payment: Cash     Personal/Cashier Check    Money Order    Other\_\_\_\_\_

Estimated Cost \$ \_\_\_\_\_

Total Pages/Final Copying Cost \_\_\_\_\_/\$ \_\_\_\_\_

Special Service Cost \$ \_\_\_\_\_

**TOTAL CHARGES** \$ \_\_\_\_\_

Notes:

**Section VIII. DISPOSITION – UMDNJ Use Only**

Request ID#:  
 Fulfilled  
 Denied

Reason for Denial:

Custodian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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If fulfilled:  
Document picked-up by \_\_\_\_\_ Date \_\_\_\_\_

Document e/mailed  
by \_\_\_\_\_ Date \_\_\_\_\_