

**TOWNSHIP OF LUMBERTON
RESOLUTION 2015-01-032**

**RESOLUTION ADOPTING AN OFFICIAL OPEN PUBLIC RECORDS REQUEST FORM
ADOPTED BY THE TOWNSHIP CLERK AS THE CUSTODIAN OF RECORDS**

WHEREAS, the Open Public Records Act requires the Township Clerk, as the Custodian of Records, to adopt an Official Open Public Records Request Form, and the Township Clerk has adopted such a form for use in the Township of Lumberton, and


WHEREAS, the State of New Jersey Government Records Council has issued an Advisory Opinion No. 2006-01 "What Constitutes a Valid Open Public Records Request"; and

WHEREAS, N.J.S.A. 47:1A-5.f. specifically prescribes what must be on the form and requires that custodians adopt a request form, and sets forth a detailed list of what the form must contain; and

WHEREAS, N.J.S.A. 47:1A-5.g. specifically prescribes if the custodian is unable to comply with a request for access, the custodian shall indicate the specific basis therefore on the request form and promptly return it to the requestor. The custodian shall sign and date the form and provide the requestor with a copy thereof; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Lumberton, County of Burlington, State of New Jersey, that the Township Committee of the Township of Lumberton hereby recognizes the Official Open Public Records Request Form adopted by the Municipal Clerk as the Custodian of Records, a copy of which is attached hereto, effective January 1, 2015.

Adopted January 6, 2015



Stephanie N. Yurko, RMC
Municipal Clerk