



# Township of Parsippany-Troy Hills

3339 Route 46 Parsippany, New Jersey 07054

## REQUEST FOR PUBLIC RECORDS

(N.J.S.A. 47AA-1, et seq.)

A request for Public Records must be submitted to the above address, on this form which has been adopted by the Township of Parsippany-Troy Hills. The completed form must be submitted to the Custodian of Records of the Parsippany Police Department. If your request is approved, it will take some time to compile the records and make the copies requested, but they will normally be available within seven business days pursuant to statute. If a document or copy which has been requested is not a public record pursuant to statute or if it cannot be provided within seven business days, you will be provided with a response with that information within the seven business days.

**Fees for copying public records are established by statute as follows:**

**Pages 1-20 no charge, 20 or more pages : \$0.05 per page, starting with the first page. Mailed Accident Report: \$5.00 for the 1st three pages. \$1.00 per page for each additional page. Other mailed documents are the same as picking up. Police DVDs or CDs \$0.50 per CD/DVD, Audio Police Communications on CD: \$.050 per CD Police mobile video DVDs \$0.50 per DVD Mailing charges. minimum mailing charge of \$0.50. CD/DVD handling fee of \$2 per package all items subject to size and weight fee.**

Pursuant to N.J.S.A. 47:1A-5c., this office may impose a reasonable special service charge if the nature, format, manner of collation, or volume of a government record is such that it cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate your request.

The terms "Public record" and "government record" in New Jersey do not include:

- o Criminal investigatory records
- o Victim's records
- o Inter-agency or intra-agency advisory, consultative, or deliberative material
- o Emergency or security information or procedures for buildings or facilities
- o Administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security
- o Information regarding labor-management negotiations including statements of strategy or negotiating position

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

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

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

Information Requested:

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

The applicant hereby certifies that he or she has not been convicted of any indictable offenses under the laws of this State, any other State or the United States and is not seeking government records containing personal information pertaining to a victim or a victim's family.

Prepayment of a deposit for this request is required in the amount of \$ \_\_\_\_\_

This completed form, when signed by a Parsippany Police Dept. Records Clerk, shall constitute a receipt for the deposit made by the applicant

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Parsippany Police Records Office

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

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



# Township of Parsippany-Troy Hills

## PUBLIC RECORDS REQUEST RESPONSE

TO: \_\_\_\_\_

Document(s) provided: \_\_\_\_\_ pages at total cost of- \_\_\_\_\_

Document(s) not provided (see below) -

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, as noted below:

### Privileged or Protected Category

### Authority

Autopsy Reports	N.J.S.A. 47: IA-1. 1, et seq.
Child abuse or sex assault victim name or address	N.J.S.A. 2A:82-46b
Court records sealed	Executive Order 69
Computer security information	N.J.S.A. 47: IA- 1. 1, et seq.
Criminal investigatory records	N.J.S.A. 47:IA-1.1, et seq.
Credit Card Numbers	N.J.S.A. 47:IA-1.1, et seq.
Grand Jury testimony, information	Court Rule 3 - 6-7
Grievance information with public employer	N.J.S.A. 47: IA- 1. 1, et seq.
Domestic Violence data'	N.J.S.A. 2C:25-33
Drivers' license numbers	<a href="#">N.J.S.A.</a> 47: IA-1. 1, et seq.
DYFS information	N.J.S.A. 9:6-8. 1 0
Electronic Surveillance Materials	<a href="#">N.J.S.A.</a> 2A:156A-19
Emergency or security information or procedures	N.J.S.A. 47: 1A- 1. 1, et seq.
Employee sexual harassment complaints	N.J.S.A. 47: IA- 1. 1, et seq.
Fingerprint cards	Executive Order 69
Inter-agency or intra-agency advisory communications	N.J.S.A. 47: IA- 1. 1, et seq.
Juvenile Records	N.J.S.A. 2AAA-60
Labor Negotiation information, strategy or positions	N.J.S.A. 47:IA-1.1, et seq.
Medical Examiner Photographs	N.J.S.A. 47:IA-1.1, et seq.
Otherwise inappropriate material	Executive Order 69
Pension and personnel records	N.J.S.A. 47:IA-1.1, et seq.
Photographs	N.J.S.A. 47: IA-1. 1, et seq; Exec. Order 69
Pre Sentence Investigations	State v. DeGeorge, 113 NJ Super.542 (App.Div. 1971)
Public Agency insurance communications	N.J.S.A. 47: IA- 1. 1, et seq.
Safety of persons or public	N.J.S.A. 47: IA-1. 1, et seq; Exec. Order 69
Security measures and surveillance techniques	N.J.S.A. 47AA-1.1, et seq.
Social Security Numbers	N.J.S.A. 47:IA-1.1, et seq.
Unlisted Telephone Numbers	N.J.S.A. 47: IA-1. 1, et seq.
Victim location (Domestic Violence)	N.J.S.A. 2C:25-26c.
Victim records	N.J.S.A. 47: IA- 1. 1, et seq
Record has been destroyed/not retained pursuant to:	Records Retention and Disposition Schedule (NJ Dept. of State, Div. of Archives Mgmt.)

Other \_\_\_\_\_

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Public Records Council or to the New Jersey Superior Court as provided by N.J.S.A. 47: IA-6 and -7.

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

\_\_\_\_\_  
Parsippany Police Records Office

### ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on this form as to the procedures for any appeal of the determination.

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

\_\_\_\_\_  
Applicant's Signature :