MONMOUTH BOARD OF FIRE & POLICE COMMISSION
WRITTEN REQUEST FOR COPYING OF PUBLIC RECORDS

Date of request:__________________

Name:  _______________________________________

Address:  _______________________________________

______________________________________________

Phone:  _______________________________________

Describe in detail the public records you are requesting.

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The Monmouth Board of Fire and Police Commission will respond to the above request within five (5) business days from the requested date unless an extension of five (5) additional days are necessary for reasons defined in Section 3(e) of the Act.

The requestor has been notified of an extension of five (5) additional days for response based on one of the following:

i. records are stored in a separate location

ii. volume of records is extensive

iii. records are dispersed by category

iv. requires more than a routine search

v. will require redacting of personal information

vi. will create an undue burden or interfere with operations

vii. requires consulting another public body