PINE HILL FIRE DISTRICT

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|  DEPARTMENT: Administration  | POLICY NUMBER: DP2024-01  |
| EFFECTIVE DATE: 12/05/24  |
| SUBECT: Examination and Disclosure of Public Records  | SUPERCEDES POLICY DATED:  |
| POLICY  Members of the public shall be permitted to examine or obtain copies of Pine Hill Fire District records in accordance with applicable law.   PROCEDURE  1. Requests for Records deemed to be public records pursuant to the Open Public Records Act,

N.J.S.A. 47:1A *et seq*.  * 1. Any person requesting to inspect public records or requesting to receive copies of them shall complete the form available from the District Administrator or his or her designee.

 * 1. Records shall be made available for review, copying, or electronic reproduction within timeframes established by the Open Public Records Act, based upon the time and resources necessary to recover the records.

 * 1. Where records are sought for review, District officials shall maintain appropriate security to insure that the records are maintained in their complete and original form.

 * 1. A person seeking copies or reproduction of public records shall be apprised by the District of the cost. The person making the request shall pay the full cost of copying or reproduction in advance of their preparation.

 1. Certain records are not deemed to be public records pursuant to N.J.S.A. 47:1A *et seq*.
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