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Publishing a Public Notice

Records Management Services may provide an agency a sample Public Notice, but no standard language is required, so long as the necessary information is conveyed to the public. Publication and posting shall be conducted according to the common practice of the agency for similar public notices of meetings, etc. where the public would expect to find such notices (i.e., bulletin boards, publication in legal notices in the local newspaper(s), or calendars of events).

Upon publication of the public notice, the requesting agency shall send the link to their public notice as it appears on the New Jersey Public Notices page maintained by the New Jersey Press Association and secure a dated and signed affidavit of publication by a qualified newspaper or send a notarized Declaration of Posting/Publication of Public Notice. We request that a dated and signed copy of the certification of publication by a qualified newspaper or a notarized Declaration of Posting/Publication of Public Notice be sent via fax and mail to:

✉ Department of Treasury
Records Management Services
PO Box 661
Trenton, NJ 08625-0661

☎ Tel.: [609-292-8711](tel:609-292-8711)

📠 Fax: 609-292-42910

📄 [New Jersey Press Association Public Notice Page](#)

Copies of this document shall be kept in the Records Management Services master file.

Last Updated: Tuesday, 09/30/25



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