

THE MOUNT HOLLY MUNICIPAL UTILITIES AUTHORITY
29-37 Washington Avenue
Mount Holly, New Jersey 08060
(609) 267-0015

REQUEST FOR PUBLIC RECORDS

SEE NOTICE ON REVERSE SIDE

Name: _____

Address: _____

Telephone: Day: _____ Evening: _____

Date of request: _____ Time: _____

Information Requested:

Minutes [specify date, topic or other identifying information]

Resolutions [specify date, number, or other identifying information]

Other [specify in as much detail as possible]

TO BE COMPLETED
BY CUSTODIAN:

Date Available:

The documents listed below are not being provided because, upon review of your request, they have been determined not to be public records, or exempt, for the following reasons:

You have a right to appeal the decision that the documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court in accordance with the procedures contained in N.J.S.A. 47:1A-6.

NOTICE

All requests for inspections or copies of Public Records must be submitted on this form. If any document that has been requested is not a public record or cannot be provided within the seven (7) business days, the applicant will be advised within the seven (7) business days. Please note that fees apply for obtaining copies of public records and must be pre-paid, subject to final adjustment at the time the records are picked up. There is no fee involved for simply inspecting a document during normal business hours. In general:

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.
- If records are not readily available or are in storage or archived, the applicant will be advised within seven (7) business days and will be given a date on which the records will be available. Minutes of public meetings will not be available until after the minutes have been approved.
- Records are available at 3:00 p.m. on the Date Available indicated on the reverse side. If requesting records for which there is immediate access, please allow 1-2 hours for processing. If copies are ordered at the time this Request is made, they will be available at the time indicated for inspection. If copies are ordered after inspection, the applicant will be advised when they will be available.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: \$.05 for letter and \$.07 for legal. Fax and e-mail copies are free of charge.
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- When a legal determination must be made as to whether records constitute "public records" as defined by law, the request will be reviewed by the Authority Attorney.

The term "public records" is defined in N.J.S.A. 47:1A-1. The term does not include employee personnel files, investigation records, security information, attorney-client communications, and other matters in which there is a right of privacy or confidentiality or which are specifically exempted by law. Please refer to the Statute for the definition of "public records", as well as the complete list of exemptions.

The Applicant hereby certifies, upon penalty of perjury, that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information regarding the victim or victim's family, as prohibited by N.J.S.A. 47:1A-1 et seq.

Applicant

The Applicant hereby acknowledges receipt of a copy of this form with the date and time on which the records are expected to be available and the estimated cost, if copies have been ordered.

Estimated Number of Pages: _____
Estimated Cost: \$ _____

Copies ordered: ____ Yes ____ No
Amount Received: \$ _____

Applicant
Date: _____

For the Custodian
Date: _____