

**Gloucester County Utilities Authority
2 Paradise Road
West Deptford, NJ 08066
(856) 423-3500**

REQUEST FOR PUBLIC RECORDS

Name: _____

Address: _____

Telephone: Day (____) _____
(____) _____

Evening: _____

Date of Request: _____

Time: _____

Information Requested:

- (___) Minutes (specify date, topic, or other identifying information)

- (___) Resolution (specify 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 Counsel or to the New Jersey Superior Court in accordance with the procedures contained in N.J.S.A. 47:1A-6 and 7.

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: _____

Signature: _____

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 seven (7) business days, the applicant will be advised within 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 to review budgets, bills, vouchers, contracts, including collective negotiation 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. 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 are available.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page.
- 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.
- You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you. Where a legal determination must be made as to whether records are "public records" as provided 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 of 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.

Date _____ Applicant's Signature: _____

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 costs, if copies have been ordered.

Date: _____ Applicant's Signature: _____

Estimated number of pages: _____ Copies Ordered: _____ Yes _____ No
Estimated Cost: \$ _____ Amount Received: \$ _____

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

Submit completed form to:
Custodian of Records, Gloucester County Utilities Authority, 2 Paradise Road, West Deptford, NJ 08066