

**Borough of Buena
Municipal Utilities Authority**

616 Central Avenue

P.O. Box 696

Minotola, New Jersey 08341

Atlantic County

Cheryl M. Santore, Secretary

(856) 697-1784 Phone

(856) 697-1434 Fax

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information -- Please Print

First Name _____ MI _____ Last Name _____

Email Address _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Preferred Delivery: ☐ Pick Up ☐ US Mail ☐ On-site Inspect ☐ Fax ☐ Email ☐

If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE/HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees: Letter size pages - \$. Pages 1 to 10
\$0.75 per page
Pages 11 to 20
\$0.50 per page
All Pages over
20 pages \$0.25
per page.
Other Material
(Maps, etc.) -
actual cost of
material

Delivery: Delivery/postage fees
additional depending upon
delivery type.

Extras: Special service charge
dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Agency Use Only

Est. Document Cost _____

Est. Delivery Cost _____

Est. Extras Cost _____

Total Est. Cost _____

Deposit Amount _____

Estimated Balance _____

Deposit Date _____

Agency Use Only

Disposition Notes

Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress ☐ Open ☐

Denied ☐ Closed ☐

Filled ☐ Closed ☐

Partial ☐ Closed ☐

Agency Use Only

Tracking Information

Final Cost

Tracking # _____ Total _____

Rec'd Date _____ Deposit _____

Ready Date _____ Balance Due _____

Total Pages _____ Balance Paid _____

Records Provided

Custodian Signature _____

Date _____

A request for a copy of Public Records should be submitted on this form which has been adopted by the Authority as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

- Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time which will be required to provide the records.
- 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.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the Authority's Attorney will review the request.

The term "public records" generally includes those records determined to be public in accordance with *N.J.S.A. 47:1A-1 et. seq.* The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies 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 pertaining to the victim or the victim's family as provided by *N.J.S.A. 47:1A-1 et seq.*

This form, when signed by the Authority shall constitute a receipt for any deposit received.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit (Required where the anticipated cost of reproduction exceeds \$5.00-50% at the time of request, 50% at the time of delivery) _____

Applicant
Date:

Official
Date:

PUBLIC RECORDS REQUEST RESPONSE

To: _____

Date: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

You have a right to appeal the decision that the document or documents are not public records, You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq.

(date)

Executive Secretary/Custodian of Records

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for my 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 can the procedures for any appeal of the determination.

(date)

Applicant

**PUBLIC NOTICE
RIGHT TO APPEAL
REQUEST FOR PUBLIC RECORDS**

You have the right to appeal the decision that a document or documents are not public records or the denial to provide access to a government record. You may take your appeal to the Government [Public] Records Council or to the New Jersey Superior Court as provided by N.J.S.A. 47:1A-1 et seq. If you are denied access to government records by the Custodian of Records, it is the option of the requestor to select either of the following appeals:

Institute a proceeding to challenge the Custodian's decision by filing an action in Superior Court, which shall be heard in the vicinage where it is filed by a Superior Court Judge who has been designated to hear such cases because of that judge's knowledge and expertise in matters relating to access to government records; or

in lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to Section 8 of P. L. 2001, c.404 (C.471A-7).

The right to institute any proceeding under this section shall be solely that of the requester. Any such proceedings shall proceed in a summary or expedited manner. The public agency shall bear the burden proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee.

Please be advised that the copying charge is as follows:

1 page to 10 pages	\$.75 each page
11 pages to 20	\$.50 each page
all pages over 20	\$.25 each page

In cases where the copy charges are more than \$5.00 a deposit of 50% of the copying charge is due at the time of request and the remainder is due at the time of picking up of the documents.
