



SOUTH JERSEY TRANSPORTATION AUTHORITY **OPEN PUBLIC RECORDS ACT (OPRA) REQUEST FORM**

Farley Service Plaza, P.O. Box 351 Hammonton, N.J. 08037
 (609) 965-6060 • 800-658-0606 • Fax (609) 965-7315 • Email: opra@sjta.com
www.sjta.com

Print Form

Important Notice

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

Requestor Information - All shaded fields must be complete prior to submission.

First Name	Peter	MI	C	Last Name	Mills Jr
Company Name	Axtell's, Inc.				
Email	peter@axtells.co				
Mailing Address	1586 Heart Lake Rd.				
City	Jermyn	State	PA	Zipcode	18433
Telephone	5709834290			Fax	5702546193
Preferred Delivery:	Pick Up ☐	US Mail ☐	On-Site Inspection ☐	Fax ☐	Email ☒

If you are requesting records containing personal information, please check 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 **7/25/17**

Payment Information

Maximum Cost Authorized By Requestor:	\$ _____
Select Payment Method:	
Cash ☐ Check ☐ Money Order ☐	(No Credit Card Payments)
Fees:	Letter Sized Page @ \$.05 Legal Sized Page @ \$.07
Electronic Transfer -	FREE OF CHARGE (i.e. records sent via email and fax)
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.

Requesting the bid tabulation from the Atlantic City Airport Pavement Marking Bid.

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 _____	

1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the Custodian of Records. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the Records Custodian receives the completed request form. If you submit the request form to any other officer or employee of the **South Jersey Transportation Authority (SJTA)**, that officer or employee must either forward the request to the Records Custodian, or direct you to the Custodian. N.J.S.A.47:1A-5.h.
3. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the **South Jersey Transportation Authority or SJTA**.
4. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The **South Jersey Transportation Authority's** Custodian of Records will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
5. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, **and** who is seeking government records containing personal information pertaining to the person's victim or the victim's family. This includes anonymous requests for said information.
6. By law, the **South Jersey Transportation Authority** must notify you that it grants or denies a request for access to government records within seven (7) business days after the Custodian of Records receives the request. If the record requested is not currently available or is in storage, the Custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
7. If the **South Jersey Transportation Authority** is unable to comply with your request for access to a government record, the Custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
8. Except as otherwise provided by law or by agreement with the requester, if the Custodian of Records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
9. If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the **South Jersey Transportation Authority** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council ("GRC") by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.
10. Information provided on this form may be subject to disclosure under the Open Public Records Act.
11. Additional information can be found at: <http://www.state.nj.us/grc/index.shtml>

CUSTODIAN OF RECORDS
SOUTH JERSEY TRANSPORTATION AUTHORITY
Farley Service Plaza, P.O. Box 351
Hammononton, N.J. 08037