#180

HAINESPORT TOWNSHIP

OPEN PUBLIC RECORDS ACT REQUEST FORM

PO Box 477, Hainesport, NJ 08036
609-267-2730 Office
pkosko@hainesporttownship.com
Paula L. Kosko, Administrator/Municipal Clerk

Important Notice
The last page of this form contains important information related to your rights concerning government records. Please read it carefully.
NO OPRA REQUESTS WILL BE ACCEPTED VIA FAX.

Requestor Information – Please Print

First Name Gerry MI ____ Last Name Clauss

E-mail Address ____

Mailing Address ____

City ____ State ____ Zip ____

Telephone ____ FAX ____

Preferred Delivery: Pick Up X US Mail ____ On-Site Inspect ____ Fax ____ E-mail ____

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 October 17, 2023

Revised 8-2016 lfs

Payment Information

Maximum Authorization Cost $

Select Payment Method

Cash Check Money Order

Fees: Letter size pages - $0.05 per page
Legal size pages - $0.07 per page
Other materials (CD, DVD, etc) – actual cost of material

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

Extras: Special service charge dependent upon request.

Record Request Information: ***To expedite the request, be as specific as possible in describing the records being requested.*** Also,please include the type of access requested (copying or inspection), and if data, the medium 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.

Specific Property Information: Address ____ **Block** ____ **Lot** ____

____ **Review Public Records (Specify plans, maps, contracts, department)** ____

____ **Copy of Minutes (specify board, date, topic, or other identifying information)** ____

____ **Ordinance or Resolution (specify date, number, or other identifying information)** ____

____ **Municipal Lien Search/200 Foot List** ____

X **Other** OPRA Request Log Sheets for 2021, 2022 and 2023

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
Tracking # 38540
Rec'd Date ____
Ready Date ____
Total Pages ____

Final Cost
Total 50¢
Deposit ____
Balance Due ____
Balance Paid ____

Records Provided

Paula L Kosko — Custodian Signature
10-17-23 — Date