



SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY
34 SOUTH ROUTE 94
LAFAYETTE, NEW JERSEY 07848

REQUEST FOR SCMUA RECORDS

E-Mail: Custodian of Records – Timothy Day, Records Manager tday@scmua.org
cc: Tara Kronski, Office Manager tkronski@scmua.org
Fax: 973-579-7819
Address: SCMUA Administration Building 34 South Route 94, Lafayette, NJ 07848

Date Received: _____

SEE INSTRUCTIONS BELOW

Name: _____
Address: _____

Phone (Day): _____

Information Requested:

Copy of Minutes/Resolutions [Specify board or entity, date, topic or other identifying information]

Other [Specify]

A request for access to or for a copy of Government Records shall be submitted on this form which has been adopted. 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 statues. 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 in regard to 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.
- The charge for photocopies shall be in accordance with the Open Public Records Act (OPRA) NJSA 47A:1A-1 et. seq as amended.

Photocopy Charges: Letter Size \$0.05 per page
Legal Size \$0.07 per page

The charge for reproduction of meeting recordings or other requested records shall be based on actual material and any labor costs incurred by the SCMUA.

- Where a request is for a copy of 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 cost of producing the format requested.
- Where a legal determination must be made as to whether records are “public records” as provided by the law, the request will be reviewed by SCMUA General Counsel.

The term “public records” generally includes those records determined to be public in accordance with NJSA 47:1A-1. 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 inter-agency or intra-agency advisory, consultative, or deliberative material or other material 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 of the United States and is not seeking government records containing personal information pertaining to the victim or the victim’s family as provided by NJSA 47:1A-1 et seq.

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

This information requested will be ready on: _____
Estimated number of pages: _____
Estimated Cost: _____
Deposit (required where the anticipated cost of reproduction exceeds \$5): _____

 (Applicant) _____ (SCMUA)
 Date: _____ Date: _____

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 record as provided by law for the following reason(s):

You have the right to appeal the decision that the document or documents are not public records. You may take your appeal to the Governmental Records Council or to the New Jersey Superior Court, as provided by NJSA 47:1A-1 et seq. If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

Date: _____

 SCMUA Administrator

ACKNOWLEDGEMENT

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 the procedures for any appeal of the determination.

Date: _____

 Applicant