

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
365 OLD YORK ROAD, FLEMINGTON, NJ 08822
PHONE: 908-782-7453 / FAX: 908-782-7466
Regina Nicaretta, Custodian of Records; Email: regina@rtmua.com

OPEN PUBLIC RECORDS ACT REQUEST FORM

PLEASE PRINT

First Name: _____ MI: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ 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: _____

Preferred Delivery: Pick Up ___ US Mail ___ Fax ___ Email ___ On-Site Inspect ___

Payment Method: Cash ___ Check ___ Money Order ___ (Payable to RTMUA)

Record Request Information: Please be as specific as possible in describing the records being requested (i.e. minutes, resolution, block and lot, specify date, number or other identifying information if possible). If the information requested is for a specific property, please list block and lot AND address of property. (Please note 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.)

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 appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY, that officer or employee must either forward the request to the appropriate custodian or direct you to the appropriate custodian. N.J.S.A. 47:1A-5h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
4. The fees for duplication of a government record are below. 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 RTMUA.

(Letter size page-\$0.05/pg; Legal size page-\$0.07/pg; Other materials {CD, DVD etc.} - Actual cost of materials; Delivery: Delivery / Postage fees additional depending upon delivery type. Special service charge dependent upon request.)
5. You may be charged a 50% or other deposit fee when a request for copies exceeds \$25. The RTMUA custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. 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 victim’s family. This includes anonymous requests for said information.
7. By law, RTMUA must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency 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.
8. 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.
9. If RTMUA 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.
10. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is deemed denial of your request.
11. Information provided on this form may be subject to disclosure under the Open Public Records Act.

12. 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 the right to challenge the decision by RTMUA 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 a Denial of Access Complaint Form. You may contact the GRC at 866-850-0511, by mail at PO Box 819, Trenton, NJ 08625, by email at grc@dca.state.nj.us or at their website 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.

AGENCY USE ONLY	AGENCY USE ONLY	AGENCY USE ONLY																				
Est. Doc. Cost: _____ Est. Deliv. Cost: _____ Est. Extras Cost: _____ Total Est. Cost: _____ Deposit Amt.: _____ Est. Balance: _____ Deposit Date: _____	<p style="text-align: center;">Disposition Notes:</p> Custodian: If any part of request cannot be delivered in seven (7) business days detail reasons here: In Progress: Open _____ Denied - Closed _____ Filled - Closed _____ Partial - Closed _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Tracking Information</th> <th style="width: 50%; text-align: left;">Final Cost</th> </tr> </thead> <tbody> <tr> <td>Tracking # _____</td> <td>Total _____</td> </tr> <tr> <td>Rec'd Date _____</td> <td>Deposit _____</td> </tr> <tr> <td>Ready Date _____</td> <td>Bal Due _____</td> </tr> <tr> <td>Total Pages _____</td> <td>Bal Pd _____</td> </tr> <tr> <td colspan="2">Records Provided:</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Custodian Signature</td> <td style="text-align: center;">Date</td> </tr> </tbody> </table>	Tracking Information	Final Cost	Tracking # _____	Total _____	Rec'd Date _____	Deposit _____	Ready Date _____	Bal Due _____	Total Pages _____	Bal Pd _____	Records Provided:						_____	_____	Custodian Signature	Date
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YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASONS: _____
