

RARITAN TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

365 Old York Road
Flemington NJ 08822
Phone: (908) 782-7453
Fax: (908) 782-7466

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

A request for access to or for a Government Record should be submitted on this form which has been adopted by the Raritan Township Municipal Utilities Authority. 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 seven (7) business days, you will be provided with a response within seven (7) business days. Some records requested have specific fees or other response time established by statute. There is no fee involved for inspection of a document during normal business hours. The request may be filed electronically. In general:

- Immediate access is ordinarily available for/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 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 when the report will be available.
Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be in accordance with N.J.S.A. 47:1A-1.
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 record" as provided by law, the request will be reviewed by the Authority Attorney.

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

Name: _____

Address: _____

Telephone: _____

Information Requested: (be specific i.e. minutes, resolution specify date, number or other identifying information); and if the information requested is for a specific property, list the lot and block.

Block: _____ Lot: _____

indictable offense under the laws of the State, any other state or the United States and is not seeking government records containing personal information pertaining to a 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 office shall constitute a receipt for any deposit received.

Signature of Applicant:

_____ Date

Information will be ready on: _____

of pages: _____ Estimated Cost: _____

Deposit: _____ Date: _____

Signature of Authority Official:

The applicant hereby acknowledges receipt of a copy of this form with the date of which the information is expected to be available and the estimated cost. The applicant hereby certifies that he/she has not been convicted of any