



Berkeley Township
MUNICIPAL UTILITIES AUTHORITY

42 Station Road
Bayville, NJ 08721
(732) 237-0100
Fax (732) 237-0638

REQUEST FOR PUBLIC RECORDS

Name: _____

Address: _____

(Day)
Telephone: _____

Information Requested:

Copy of Minutes (specific date, topic or other identifying information)

Copy of Ordinance or Resolution (specific date, number or other info.)

Other (specify)

A request for a copy of Public Records should be submitted on this form, which has been adopted by the Berkeley Township Municipal Utilities Authority's Board of Commission naming the Executive Director as the Custodian of records. Some records will be immediately available during normal business. 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 statute. There is no fee included in simply inspecting a document during normal business hours.

- Immediate access is originally available for budgets, bill, vouchers, contracts, including collective negotiations agreements, individual employment contracts, 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.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed report shall be: .05 cents/.07 cents per letter/legal page;
- 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.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Authority's Attorney.

The term, "public records" 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, public assistance files or other matters in which there is a right of privacy or confidentiality or 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 or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by N.J.S.A. 47:1A-1 st.seq.

This form when signed by the Executive Director shall constitute a receipt for any deposit received.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit
[required only when the anticipated cost of reproduction exceeds \$5.00)

Applicant

Executive Director

Date

Date