

**ATLANTIC HIGHLANDS/HIGHLANDS  
REGIONAL SEWERAGE AUTHORITY**

PO Box 72  
ATLANTIC HIGHLANDS, NJ 07716  
732-977-2100 (FAX 732-872-0888)

**REQUEST FOR PUBLIC RECORDS**

(Submission methods and other information, instructions and copying fees are on the back of this form.)

Name of person requesting record: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

Email: \_\_\_\_\_

**Documents Requested** (Please indicate if you want to examine records or obtain copies – mail or email):

Minutes (specify date or other identifying information)  
\_\_\_\_\_

Resolution (specify date, number, or other identifying information)  
\_\_\_\_\_

Other (specify, attach additional sheets if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Requestor’s signature further certifies that if any of the information requested may contain any personal information pertaining any victim or the victim's family, the Requestor has not been convicted of any indictable offense under the laws of NJ, any other state or the United States related to that victim or their family.

Requestor Signature \_\_\_\_\_ Request Date \_\_\_\_\_

(Please Do Not Write Below this Line)

**AUTHORITY ACTION AND REQUESTOR ACKNOWLEDGEMENT**

Receipt Date: \_\_\_\_\_ Estimated document availability date: \_\_\_\_\_

Estimated Number of Pages: \_\_\_\_\_ Copy Cost: \_\_\_\_\_ Deposit: \_\_\_\_\_

[Deposit required for anonymous requests where the anticipated cost exceeds \$5. This signed form shall constitute a deposit receipt.]

\_\_\_\_\_  
David G. Palamara, Administrator

**Authority:** Completion Date: \_\_\_\_\_ Actual Cost: \_\_\_\_\_  Records Request Response issued.

\_\_\_\_\_  
David G. Palamara, Administrator

**Requestor:** I hereby acknowledge that I have received the documents requested or a Records Request Response.

Requestor \_\_\_\_\_ Date \_\_\_\_\_

# PUBLIC RECORDS Information-Instructions-Fees

The Administrator is the Custodian of Records for the Authority. A request for access to, or a copy of, Government Records should be submitted on this form (Government Records Council Opinion 2006-01). This request may be filed with the Authority Administrator, Authority Attorney or Recording Secretary, or by mail or fax (as listed on page 1 of this form), or email to Administrator@AHHRSA.com. If the requestor chooses to remain anonymous, a deposit will be required if the anticipated cost of copies exceeds \$5. If the requestor is seeking government records that may contain personal information pertaining a victim or victim's family, the requestor must certify that he or she has not been convicted of any indictable offense under the laws of New Jersey, any other state or the United States related to that victim or their family.

## **In general:**

The term "public records" generally includes those records determined to be public in accordance with *N.J.S.A. 47:1A*. The term does not include home addresses or phone numbers of the public, employee personnel files, police investigation or victim records, emergency or security information, 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 or other material which is specifically exempted by law.

The Authority does not have full time administrative staff or set business hours but will make every effort to complete information requests as soon as possible. Review of records may be possible outside of typical business hours if requested.

Every effort will be made to identify and provide the records desired. If the correct record name or date is not known, additional details or other identifying information may help to complete your request. If the Authority is unable to readily isolate specific information, the entire record or record group can be provided.

Most records will be made available promptly. Some records may require time to compile and to make the copies requested, but will normally be provided within seven business days.

- Prompt access is ordinarily available for current 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 as soon as they 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, Records Request Response, within seven business days indicating the time needed to provide the records.

There is no fee involved for inspecting a document. Copies and some records requested have specific fees or other response times established by statute.

- Except as otherwise provided by law or regulation, the fee for copies shall be \$.05 for each letter sized page and \$.07 for each legal size page. For copies of larger sheets, bound material or other items that cannot be readily made on Authority copiers, the fee will be the cost of duplication plus any related materials or expenses. Copies may be mailed subject to payment of actual postage and any packaging material costs.
- 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 records in the format requested.

If any document or copy which has been requested does not exist, or cannot be identified, or is not a public record, or cannot be provided within seven business days, or your request is denied for any reason, you will be provided with a response and explanation, "Records Request Response", within the seven business days.

- You have a right to appeal the any denial or decision that a document is not a public record. You may take your appeal to the Government Records Council ([www.nj.gov/grc](http://www.nj.gov/grc)) or to the New Jersey Superior Court (*N.J.S.A. 47:1A-1*).