



SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY RECORDS REQUEST FORM

1235 18TH Avenue, Belmar, NJ
Belmar, New Jersey 07719
Phone: 732-681-0611
Fax: 732-280-9332

E-mail: admin@smrsa.org Website: www.smrsa.org



Important Notice

The reverse side of this form contains important information related to your rights concerning Authority records. Please read it carefully.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

Business Hours Telephone: Area Code _____ Number _____ Extension _____

Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____

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 _____

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash ___ Check ___ Money Order ___

Fees: Letter Size @\$0.05
Legal Size @\$0.07

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

AUTHORITY USE ONLY

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| | |
|--------------------|-------|
| Est. Document Cost | _____ |
| Est. Delivery Cost | _____ |
| Est. Extras Cost | _____ |
| Total Est. Cost | _____ |
| Deposit Amount | _____ |
| Estimated Balance | _____ |
| | |
| Deposit Date | _____ |

Disposition Notes

Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____

Denied - Closed _____

Filled - Closed _____

Partial - Closed _____

| Tracking Information | | Final Cost | |
|-------------------------|-------|--------------|-------|
| Tracking # | _____ | Total | _____ |
| Rec'd Date | _____ | Deposit | _____ |
| Ready Date | _____ | Balance Due | _____ |
| Total Pages | _____ | Balance Paid | _____ |
| Records Provided | | | |
| _____ | | _____ | |
| Custodian Signature | | Date | |

Requesting Access to Authority Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. This form should only be used to submit records requests to the ***South Monmouth Regional Sewerage Authority***.
2. Complete and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the ***South Monmouth Regional Sewerage Authority***, that officer or employee may not have the authority to accept your request form on behalf of the ***South Monmouth Regional Sewerage Authority*** and your request will be directed to the appropriate Authority custodian. The seven (7) business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to Authority records to someone other than the appropriate custodian, do not complete the ***South Monmouth Regional Sewerage Authority*** request form, or attempt to make a request for access by telephone or fax; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
4. The fees for duplication of an Authority record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by resolution or regulation before processing your request. Payment shall be made by check or money order payable to the ***South Monmouth Regional Sewerage Authority***.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
6. ***You may be charged a 50% or other deposit when a request for copies exceeds \$25.*** The ***South Monmouth Regional Sewerage Authority*** custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. 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 Authority records containing personal information pertaining to the person's victim or the victim's family.
8. By law, the ***South Monmouth Regional Sewerage Authority*** must notify you that it grants or denies a request for access to Authority records within seven (7) business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
9. You may be denied access to an Authority record if your request would substantially disrupt Authority operations and the custodian is unable to reach a reasonable solution with you.
10. If the ***South Monmouth Regional Sewerage Authority*** is unable to comply with your request for access to an Authority record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
11. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within seven (7) business days of receiving a request form, the failure to respond will be considered a denial of your request.
12. If your request for access to an Authority record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the ***South Monmouth Regional Sewerage Authority*** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us or at their web site at www.nj.gov/grc The Council can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.