



NEW JERSEY WATER SUPPLY AUTHORITY

P.O. BOX 5196 · CLINTON, N.J. 08809 · (908) 638-6121 · (908) 638-5241 (FAX)

NEW JERSEY WATER SUPPLY AUTHORITY REQUEST FOR GOVERNMENT RECORDS Pursuant to N.J.A.C. 47:1A-1 et seq.

Important Notice:

The reverse side of this form contains information related to your rights to request Government records. Please read it carefully.

First Name _____ MI _____ Last Name _____
 Company _____
 Mailing Address _____
 City _____ State _____ Zip _____ Email _____

Business Hours
 Telephone: Area Code _____ Number _____ Extension _____
 Preferred Delivery: Pickup _____ US mail _____ On Site Inspection _____

CIRCLE ONE: Under penalty of N.J.S.A. 2C:28-3.1, I certify that **I HAVE/HAVE NOT** been convicted of any indictable offense under the laws of New Jersey or any other state or under the laws of the United States.

Signature _____ Date _____

Date Stamp
 Upon Receipt
 (Authority Use)

Max. Auth. Cost
 \$ _____

Select Payment Method
 Cash _____
 Money Order _____
 Check _____

Fees:
 8 1/2 x 11 or smaller = \$0.05/page
 8 1/2 x 14 or larger = \$0.07/page

Delivery:
 Delivery/postage fees additional depending upon delivery type.
 Extras:
 Extraordinary service fees dependent upon request.

Description of Information Requested:

To expedite your request be specific as possible

Do Not Fill In Below This Line – For Authority Use Only

_____ Requested records archived – will be available _____

Requested records attached _____ Requested records denied: _____ Reason: _____

Response Delivered (date): By Hand _____ Regular Mail _____ Electronically _____

Fee Charged: Total Pages Copied _____ Special Charges for _____ Special Charge _____

Total Charge \$ _____ Deposit \$ _____ Date: _____ Balance Due \$ _____

Balance Paid \$ _____ Date _____ Date Filed Closed _____ Custodian Initials _____

PUBLIC ACCESS TO GOVERNMENT RECORDS
NEW JERSEY WATER SUPPLY AUTHORITY

1. State Law requires that in order to request access to government records, you must complete, sign and date this request form and deliver it in person, by mail or electronically during regular business hours to the records custodian. Your request is not considered filed until the request form has been received by the custodian. If you submit the request form to any other officer or employee of the New Jersey Water Supply Authority (NJWSA), that officer or employee does not have the authority to accept your request form on behalf of the NJWSA and you will be directed to the records custodian.
2. If you submit a request for access to government records to someone other than the custodian, do not complete the NJWSA 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.
3. The fees for duplication of a government 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 State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the New Jersey Water Supply Authority.
4. Requests with estimated fees exceeding \$25 must be accompanied by a 50% deposit. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
5. By State Law, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other state, or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
6. By law, the NJWSA must notify you that it grants or denies a request for access to government records within 7 business days after the custodian receives the request, provided that the record is currently available and not in storage or archived. If the record requested is not currently available or is in storage or archived, the custodian will advise you within 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 granting or denying your request or making records available.
7. 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.
8. If the NJWSA 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 and send you a signed and dated copy.
9. Except as otherwise provided by law or by agreement with the requestor, if the custodian fails to respond to you within 7 business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.
10. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the NJWSA 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) located in the Department of Community Affairs. You may contact the GRC by telephone at 800-555-5555.
11. Information provided on this form may be subject to disclosure under the Open Public Records Act.