

SOMERSET RARITAN VALLEY SEWERAGE AUTHORITY

SCHEDULE OF FEES OPEN PUBLIC RECORDS ACT

(1) FEES: In accordance with the Open Public Records Act, the following fee schedule has been adopted by the (SRVSA) Somerset Raritan Valley Sewerage Authority:

| | |
|--|-----------------|
| First page to tenth page | \$0.75 per page |
| Eleventh page to twentieth page | \$0.50 per page |
| All pages over twenty | \$0.25 per page |

If the SRVSA can demonstrate the actual costs of duplication of a government record exceed the foregoing rates, the SRVSA shall be permitted to charge the actual cost of duplicating the record.

(2) SERVICE CHARGES FOR MAPS, ETC: Whenever a printed Government Record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the SRVSA may charge a service fee, in addition to the actual cost of providing the copy or copies. The requestor shall have the opportunity to review and object to the charge prior to it being incurred. **N.J.S.A. 47:1A-5(c)**

(3) DEPOSITS: The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the information requested will cost in excess of \$5.00 to reproduce.

50 Polhemus Lane
Bridgewater, New Jersey 08807
(732) 469-0593
(732) 469-4179 Fax

REQUEST FOR PUBLIC RECORDS

SEE NOTICE ON REVERSE SIDE

Name: _____

Address: _____

Telephone: Day: _____ Evening: _____

Date of Request: _____ Time: _____

Information Request:

Minutes [Specify date, topic, or other identifying Information] _____

Resolutions [Specify identifying information]

Other [Specify in as much detail as possible]

**TO BE COMPLETED:
BY CUSTODIAN:**

Date Available:

Response:

The documents listed below are not being provided because, upon review of your request, they have been determined not to be public records, or exempt, for the following reasons:

You have a right to appeal the decision that the document are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court in accordance with the procedures contained in N.J.S.A. 47:1A-6.

NOTICE

All requests for inspection or copies of Public Records must be submitted on this form. If any document that has been requested is not a public record or cannot be provided within the seven (7) business days, the applicant will be advised within the seven (7) business days. Please note that fees apply for obtaining copies of public records and must be pre-paid, subject to final adjustment at the time the records are picked up. There is no fee involved for simply inspecting a document during normal business hours. In general:

1. Immediate access is ordinarily available to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employees salary and overtime information.
2. If records are not readily available or are in a storage or archived, the applicant will be advised within seven (7) business days and will be given a date on which the records will be available. Minutes of public meetings will not be available until after the minutes have been approved.
3. Records are available at 3:00 p.m. on the Date Available indicated on the reverse side. If requesting records for which there is immediate access, please allow 1 - 2 hours for processing. If copies are ordered at the time this Request is made, they will be available at the time indicated for inspection. If copies are ordered after inspection, the applicant will be advised when they will be available.
4. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: First to tenth page, \$0.75 per page; eleventh to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page.
5. Where a request is for a copy in 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. (Additional charges for maps)
6. When a legal determination must be made as to whether records constitute Apublic records@ as defined by law, the request will be reviewed by the Authority Attorney.

The term Apublic records@ is defined in N.J.S.A. 47:1A-1. The term does not include employees personnel files, investigation records, security information, attorney-client communication, and other matters in which there is a right of privacy or confidentiality or which are specifically exempted by law. Please refer to the Statute for the definition of Apublic records@, as well as the complete list of exemptions.

The applicant hereby certifies, upon penalty of perjury, 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 regarding the victim or victim=s family, as prohibited by N.J.S.A. 47:1-a et seq.

Applicant Signature

The Applicant acknowledges receipt of a copy of this form with the date and time on which the records are expected to be available and the estimated cost, if copies have been ordered.

Estimated Number of Pages: _____ Copies Ordered: _____ Yes _____ No

Estimated Cost: \$ _____ Amount Received: \$ _____

For the Custodian

Date: _____