

Rahway Valley Sewerage Authority
1050 East Hazelwood Avenue
Rahway, New Jersey 07065

Open Public Records Act (OPRA)
RVSA - OPRA Rights and Acknowledgement

1. In order to request access to government records under OPRA, you must complete all the required portions of and date the attached request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of records. Your request is not considered filed until the appropriate custodian of the records has received a completed request form. If you submit the request form to any other officer or employee of the Rahway Valley Sewerage Authority, that officer or employee may not have the authority to accept your request form on behalf of the Rahway Valley Sewerage Authority and your request will be directed to the custodian. The seven business day response time will not commence until the custodian reviews the request to determine if it is complete.
2. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the Rahway Valley Sewerage Authority's 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 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 Rahway Valley Sewerage Authority.
4. 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.
5. You may be charged a 50% or other deposit when a request for copies exceeds \$5. The Rahway Valley Sewerage Authority custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of the estimated fees. When the full amount is not requested in advance, the balance due shall be made upon delivery of the records.
6. 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 government records containing personal information pertaining to the person's victim or the victim's family.
7. By law, the Rahway Valley Sewerage Authority must notify you that it grants or denies a request for access to its government records within seven business days after the custodian of the record 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 business days when the record can be made available and the estimated cost.
8. 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.

RVSA - OPRA Rights and Acknowledgement (Cont'd.)

9. If the Rahway Valley Sewerage Authority 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, dated copy of same.
10. 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.
11. 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 Rahway Valley 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, 08625-0819, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law.

Information provided to the Rahway Valley Sewerage Authority on its form may be subject to disclosure under the Open Public Records Act.

A request for a copy of Public Records should be submitted on the form adopted by the Rahway Valley Sewerage Authority's (Authority's) Custodian of Records. Some records will be immediately available during normal business hours (8:30 a.m. - 4:00 p.m., Monday through Friday). 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 involved for simply inspecting a document during normal business hours. Your request may be filed electronically. In general:

- Immediate access is ordinarily available for budgets, bills, vouchers, contracts (including collective negotiations agreements) and individual employment contracts, and public employees 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 record shall be: 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; for a police accident report there is an additional fee when the request is not made in person of \$5.00 for the first 3 pages and \$1.00 for each additional page, as provided by N.J.S.A. 39:4 – 131.
- 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 format requested.

RVSA - OPRA Rights and Acknowledgement (Cont'd.)

- 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 General Counsel.

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 investigations, 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 and 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 the victim or the victim’s family as provided by N.J.S.A. 47:1A-1 et. seq.

This form, when signed by an RVSA official shall also serve as a receipt for any deposit received related to said request.

The information requested, will be ready on: _____ *

* If later than 7 days, give explanation: _____

Estimated Number of Pages: _____

Estimated Cost: \$ _____

Deposit **: \$ _____

** (required when the anticipated cost of reproduction will exceed \$5.00)

Applicant

RSVA Official

Date:

Date:



Government Records Request Form

Requestor Information

First Name: _____ MI: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ - _____

Email Address: _____ Telephone #: _____ - _____ - _____

Fax #: _____ - _____ - _____ Company Name (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ - _____

Email Address: _____ Telephone #: _____ - _____ - _____ Ext.: _____

Preferred Delivery

(Check One) Pick Up: _____ U.S. Mail: _____ On Site Inspection: _____ Electronic: _____

Criminal Offense

(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, or any other state, or the United States.

Payment Information

Maximum Authorized Cost: \$ _____ Deposit Amount: \$ _____

(Select Method of Payment) Cash: _____ Check: _____ Money Order: _____

Fees: Pages 1-10 @\$0.75/per page Pages 11-20 @\$0.50/per page Pages 21- @\$0.25/per page

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

Extras: Extraordinary services fees dependent upon request.

Records 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, inspection or electronic transmission), and if data, the medium requested. _____

Signature

Date

Submit Completed Form to:
Joanne Grimes, Custodian of Records
RVSA, 1050 East Hazelwood Avenue
Rahway, New Jersey 07065