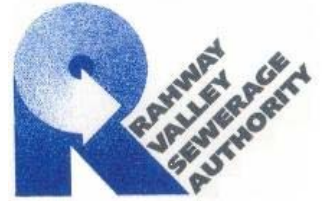


RAHWAY VALLEY SEWERAGE AUTHORITY

OPEN PUBLIC RECORDS ACT REQUEST FORM

Citizens Guide: http://www.nj.gov/grc/public/citizens
1050 East Hazelwood Avenue, Rahway, NJ 07065
Phone 732-388-0868 Fax 732-382-0774
Info@rahwayvalleysa.com
Joanne Grimes, Custodian of Records



NOTE: The time frame to fulfill a request for access to government records under OPRA does not begin until the request form or equivalent written request has been delivered to the appropriate records custodian.

Requestor Information - Please Print

Form fields for Requestor Information: First Name, MI, Last Name, E-mail Address, Mailing Address, City, State, Zip, Telephone, FAX, Preferred Delivery (Pick Up, US Mail, On-Site, Inspect, Fax, E-mail), Signature, Date.

Payment Information

Form fields for Payment Information: Maximum Authorization Cost, Select Payment Method (Cash, Check), Fees (Letter size pages, Legal size pages, Other materials), Delivery (Delivery/postage fees), Extras (Special service charge).

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Large empty box for providing specific details of the record request.

AGENCY USE ONLY

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Form for Agency Use Only (left): Est. Document Cost, Est. Delivery Cost, Est. Extras Cost, Total Est. Cost, Deposit Amount, Estimated Balance, Deposit Date.

Form for Agency Use Only (middle): Disposition Notes (Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.), In Progress, Denied, Filled, Partial, Open, Closed.

Form for Agency Use Only (right): Tracking Information (Tracking #, Rec'd Date, Ready Date, Total Pages), Final Cost (Total, Deposit, Balance Due, Balance Paid), Records Provided, Custodian Signature, Date.