

**THE EVESHAM MUNICIPAL UTILITIES AUTHORITY**  
**100 Sharp Road**  
**P.O. Box 467**  
**Marlton, New Jersey 08053**  
**(856) 983-1878**

**REQUEST FOR PUBLIC RECORDS**

SEE NOTICE ON REVERSE SIDE

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Date of request: \_\_\_\_\_ Time: \_\_\_\_\_

**Information Requested:**

Minutes [specify date, topic or other identifying information]

\_\_\_\_\_  
\_\_\_\_\_

Resolutions [specify date, number, or other identifying information]

\_\_\_\_\_  
\_\_\_\_\_

Other [specify in as much detail as possible]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO BE COMPLETED  
BY CUSTODIAN:

Date Available:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 documents 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 inspections 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:

- Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.
- If records are not readily available or are in 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.
- 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.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a record embodied in the form of printed matter shall be \$0.05 per letter size page or smaller, and \$0.07 per legal size page or larger. If the Authority can demonstrate that its actual costs for duplication of a record exceed the foregoing rates, it shall charge the actual cost of duplicating the record.
- 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.
- When a legal determination must be made as to whether records constitute "public records" as defined by law, the request will be reviewed by the Authority Attorney.

The term "public records" is defined in N.J.S.A. 47:1A-1. The term does not include employee personnel files, investigation records, security information, attorney-client communications, 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 "public 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. 47:1A-1 et seq.**

\_\_\_\_\_  
Applicant

**The Applicant hereby 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: \_\_\_\_\_  
Estimated Cost: \$ \_\_\_\_\_

Copies ordered: \_\_\_\_\_ Yes      \_\_\_\_\_ No  
Amount Received: \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant  
Date: \_\_\_\_\_

\_\_\_\_\_  
For the Custodian  
Date: \_\_\_\_\_