

THE HOUSING AUTHORITY OF THE BOROUGH OF HIGHLANDS

215 Shore Drive, Highlands, NJ 07732

Phone (732) 872-2022 Fax (732) 292-8743

GOVERNMENT RECORDS REQUEST FORM

Important Notice

The attached form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

Business Hours Telephone: Area Code _____ Number _____ Extension _____

Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____

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, any other state, or the United States.

Signature _____ Date _____

RECORD 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 OR INSPECTION), AND IF DATA, THE MEDIUM REQUESTED.

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash _____ Check _____ Money Order _____

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

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

Extras: Extraordinary service fees dependent upon request.

Document Requested: (Please circle one: COPY or INSPECTION)

AGENCY USE ONLY

Clerk's Office: Time Stamp Here

Depositing Clerk: _____

Deposit Type: Cash Check

Check # _____

Deposit Amount: _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes

Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

By: _____

Date: _____

AGENCY USE ONLY

Tracking Information

Final Cost

Due Date: _____ Total Pages _____
Cash/Check: _____ Total Fee _____
Check # _____ Deposit _____
Amount _____ Balance Paid _____

Sent to : _____

Records provided : _____

Custodian Signature

Date

Please read this section carefully.

1. This form should only be used to submit records requests to the *The Housing Authority/Borough of Highlands*.
2. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during regular business hours or by mail, fax to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the Housing Authority, that officer or employee may not have the authority to accept your request form on behalf of the and your request will be directed to the appropriate division custodian. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the *Housing Authority* 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.
4. 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 check or money order payable to the The Housing Authority of The *Borough of Highlands*.
5. 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.
6. **You may be charged a 75% or other deposit when a request for copies exceeds \$5.** The *Records* custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. **For Municipal Lien Search allow 15 days.**
8. 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.
9. By law, The Housing Authority of The *Borough of Highlands* must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested 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. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
10. 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.
11. If the Housing Authority of The *Borough of Highlands* 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.
12. 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 business days of receiving a request form, the failure to respond will be considered a denial of your request.
13. 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 The Housing Authority of The *Borough of Highlands* 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, 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.
14. Information provided on this form may be subject to disclosure under the Open Public Records Act.