

Department: _____

TOWNSHIP OF WAYNE
OFFICE OF THE TOWNSHIP CLERK
 475 Valley Road
 Wayne, New Jersey 07470
 Fax: 973-709-1524
 Email: opra@waynetownship.com

OPRA No. _____

Date Due: _____

**REQUEST FOR PUBLIC RECORDS
 UNDER THE OPEN PUBLIC RECORDS ACT**

*A request for access to or for a copy of Public Records should be
 submitted on this form to the Office of the Township Clerk*

FOR MUNICIPAL USE ONLY

Date Received: _____

Date of Response: _____

SEE INFORMATION ON REVERSE SIDE
(Applicant Must Sign On Reverse Side)

Name: _____

Mailing Address: _____

City/State/Zip: _____

Telephone (Day): _____ **Fax:** _____

Email: _____

Preferred Delivery: Pick up US Mail Fax Email On-Site Inspection

NOTE: Depending on the request, some delivery options may not be available. If US Mail is selected the requestor is responsible for postage.

***PLEASE BE ADVISED*:** Your request **MUST NAME SPECIFICALLY IDENTIFIABLE RECORDS**. A records custodian is not required to research files to figure out which records, if any, might be responsive to a broad and/or unclear request. An overly broad and/or unclear request will not be processed until clarification is provided. (I.e. if you are seeking permits and/or violation notices, **you must include the property address, TYPE of PERMIT(S)/VIOLATION(S) (i.e. building, etc.) and a DATE RANGE**).

Information on a Specific Property:

Address _____

Block _____

Lot _____

The Public Records requested will normally be available in accordance with P.L. 2001, c.404, within seven (7) business days. Some records will be immediately available. 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. 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 \$0.05 per letter size or smaller page and \$0.07 per legal size or larger page; for a police accident report there is an additional fee up to \$5.00 when the request is not made in person, 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. 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 Township of Wayne.
- 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 Municipal Attorney.

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 investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or interagency or intra-agency advisory, consultative, or deliberative material or other material 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 under the penalty of *N.J.S.A. 2C 28-3* 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.

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

The information requested will be ready on: _____

Estimated Number of Pages: _____

Estimated Cost: _____

Deposit: _____

You may be charged a 50% or other deposit when a request for copies exceeds \$25. The Township of Wayne 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.

Applicant

Township Clerk

Date: _____

Date: _____