

HOUSING AUTHORITY OF THE  
CITY OF ELIZABETH  
688 MAPLE AVENUE  
ELIZABETH, NEW JERSEY 07202

TEL: 908-965-2400

REQUEST FOR PUBLIC RECORDS FORM, PART A

---

DATE FORM RECEIVED: \_\_\_\_\_

A request for a copy of Government records should be submitted on this form which has been adopted for use by the Housing Authority. Some records may be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within seven (7) business days, you will be provided with a response with that information within seven (7) business days. Some records requested have specified fees or other response time established by statute and that information is set forth on this form or will be included in any response to the request. There is no fee involved in simply inspecting a document during normal business hours. The more specific your request is, the faster we can generally respond to it. Vague or non-specific requests may have to be clarified, and thus may take longer.

Name of Requestor \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone (Day) \_\_\_\_\_

Information Requested:

- Copy of Minutes (specify board or entity, date, topic or other specific identifying Information)

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

- Copy of Resolution (specify date, number or other specific identifying information)

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

[ ] Other Records (specify date, number, or other specific identifying information)

---

---

The information requested will be ready on \_\_\_\_\_

Estimated Number of Pages \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Deposit  
(Required where the anticipated cost of reproduction exceeds \$5.00)

The public records will normally be available in accordance with P.L. 2001 c. 404, within seven (7) business days. Some records may be immediately available. In general

- a. Minutes of public meetings will be generally available immediately after the minutes have been approved by the Board.
- b. Records which are not readily available or which will require a search of records will be made available as soon as possible and the Requestor will be provided with an interim report within seven (7) business days indicating the amount of time which will be required to complete the search of records.
- c. Except as otherwise provided by law or regulations, the fee assessed for the duplication of a printed record shall be: Letter size pages - \$0.05 per page  
Legal size pages - \$0.07 per page, other materials (CD, DVD, etc) – actual cost of material. Delivery / postage fees additional depending upon delivery type. Extras: Special service charge dependent upon request.
- d. Where a request for a copy is 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 involved in providing the copy in the format requested.
- e. Where a legal determination must be made as to whether records are “public records” as provided by law, the request will be reviewed by our attorneys and will generally be provided immediately after we receive the determination from the attorney.

The term "government records" generally includes those records determined to be accessible in accordance with P.L. 2001, c. 404. 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 which is specifically exempted by law.

The Requestor 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 Requestor hereby certifies 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 personnel information pertaining to a victim or a victim's family as provided by P.L. 2001 C. 404.

This completed form, when signed by a Housing authority Representative shall constitute a receipt of the deposit made by the Requestor.

**SIGNED BY**  
**REQUESTOR** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
(print & sign name above)

**SIGNED BY**  
**Housing Authority of the**  
**City of Elizabeth**

\_\_\_\_\_  
**Date:** \_\_\_\_\_