

**REQUEST FORM FOR ACCESS TO GOVERNMENT RECORDS PURSUANT
TO THE NEW JERSEY RIGHT TO KNOW LAW
N.J.S.A. 47:1A-1 et seq.**

**HOUSING AUTHORITY OF THE CITY OF BAYONNE
(Adopted by Resolution No. 4923 on August 13, 2002)**

FORWARD TO: HOUSING AUTHORITY OF THE CITY OF BAYONNE
549 Avenue A
P.O. Box 277
Bayonne, N.J. 07002
Attention: Mr. John T. Mahon, Executive Director/Secretary
Records Custodian

Name:

Last	First	Middle Initial
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Address:

Street

City	State	Zip Code
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Telephone No. (Day):

Facsimile No.:

Information Requested:

() Copy of Minutes (specify date, topic or other identifying information)

() Copy of Resolution (specify date, topic or other identifying information)

() Other (specify)

Directions and procedures for requesting a government record: A request for or access to or for a copy of Authority Records shall be submitted on this form, which has been adopted by the Executive Director as the Custodian of Records. The request shall be hand-delivered or mailed to Mr. Mahon at the address noted above. Some records such as current contracts, budgets, employee salaries and overtime costs, will be immediately available during normal business hours. Some records will require time to compile and to make the copies request, but will normally be available during normal business hours and within seven (7) business days from the date of the Authority's receipt of the request.

If any document or copy, which has been requested, cannot be provided within the seven (7) business days, such as requests for over 100 pages or stored documents, the Authority and the requestor shall agree on a release date. If an agreement cannot be reached, the request is viewed as denied. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. In general, please note the following:

- Immediate access is ordinarily available for budgets, bills, vouchers, contracts and public employee salary and overtime information. Minutes of public meetings will be generally available after the minutes have been approved by the Commissioners at the next Regular Meeting of the Authority and the applicant be provided with copies thereof within seven (7) business days, from the date of the Authority's receipt of the request for the same;
- 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 in interim report within seven (7) business days, from the date of the Authority's receipt of the request, 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 records shall be: (a) first (1st) to tenth (10th) page, \$0.75 per page; (b) eleventh (11th) to twentieth (20th) page, \$0.50 per page; (c) all pages over twenty (20) \$0.25 per page. The fee per page, as indicated, applies to the total number of pages which comprises the requested document, no matter what the page actually says (i.e. even if the page bears a single number, there will be a charge for it);
- 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; and

- 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 Authority’s General Counsel.

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 or other matters in which there is a right of privacy or confidentiality or inter-agency or intra-agency advisory, consultative or deliberative material or other material, which is specifically exempted by law. For ease of reference, please refer to Schedule A, attached hereto and made a part hereof, for a list of commonly requested documents that are not “public” and, therefore, not subject to production. It should be noted that applicable law or regulation may exclude other information not listed currently on Schedule A since Schedule A is not intended, in any way, to be an all inclusive list of excluded information.

Deposit required: Prior to the processing of any request for government records, the Authority requires that every requestor make a deposit of ten (\$10.00) dollars, payable to the Authority, in the form of a money order or cash. Thereafter, once the Authority determines the actual cost of producing the records, the Authority shall either: (a) refund the difference the actual copying costs and the deposit to the requestor; or (b) invoice the requestor for any difference due between the actual copying costs and the deposit. Moreover, this form, when signed by the Authority official, shall constitute a receipt for any deposit received.

Appealing a decision: The requestor has the right to challenge any decision of the Authority to deny access to a government record. To do so, the requestor may appeal the authority’s decision by appealing the same to the Authority’s Executive Director. The appeal must be in writing, set forth the specific reasons for the appeal and must be sent, by mail, to the Executive Director of the authority at the address noted above, within five (5) business days of the decision. Upon receipt, the Executive Director will consider the appeal and, within ten (10) business days thereafter provide a written response to the requestor.

NOTES: Failure to complete this form in its entirety, including the signing thereof, will render the requestor’s request ineffective. If additional space is needed for any item, please attach additional sheets and label with corresponding numbers.

CERTIFICATION: The undersigned requestor hereby certifies that he/she has not been convicted of an indictable offense.

SIGNATURE OF REQUESTOR

FORM COMPLETED ON _____, 20.

FOR AUTHORITY USE ONLY

Date Request Received: _____ 20____.

Amount of Deposit Received and Date: \$ _____ 20____.

Date Request Fulfilled: _____ 20____

Or

Date Request Denied: m _____ 20____.

Record (s) to be produced: (Custodian to fill in):

Date available: _____ 20____

Fess to be charged: \$ _____.

Reasons for denial of production of records (Custodian to fill in):

John T. Mahon
Records Custodian

SCHEDULE "A" TO REQUEST FOR ACCESS TO GOVERNMENT RECORDS FORM

In accordance with the provisions of N.J.S.A. 47:1A-1 et seq., as amended and supplemented, any other law, regulation promulgated under the authority of any statute or Executive Order of the governor, resolution of both houses of the Legislature, Rules of Court, or any Federal Law, Federal Regulation or Federal Order, the following records shall not be considered government records subject to public pursuant to N.J.S.A. 47: 1A-1 et seq., as amended and supplemented:

- Any information concerning an applicant for or participant in the Section 8 Housing Choice Voucher Program, Public Housing Program or any other federally funded program run by the Housing Authority, to anyone not entitled under any law to receive it pursuant to 42 U.S.C. § 3544 (3);
1. Information generated by or on behalf of the Housing Authority or its employees in connection with the following:
 - a. Any sexual harassment complaint filed with the Housing Authority; or
 - b. Any grievance filed by or against an individual;
 2. Information concerning Housing Authority employees, tenants or Section 8 participants as follows:
 - a. Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation;
 - b. Social Security number, credit card number, drivers license number, home address, home telephone number, personal e-mail address, or other personal contact information;
 - c. Information in an income or other tax return; and
 - d. Any other information, the disclosure of which might reasonably be expected to endanger the safety of any person; and
 - e. Personnel or pension records of any individual that are in the possession of the Housing Authority, with limited exceptions; and
 4. Information that is to be kept confidential pursuant to court order;
 5. Emergency or security information or procedures for any building that, if disclosed, would jeopardize the security of the building or the persons therein;

6. Administrative or technical information regarding computer hardware, software and networks that, if disclosed, would jeopardize computer security;
7. Security measures and surveillance techniques that, if disclosed, would create a risk to the safety of persons, property, electronic data or software;
8. Information which, if disclosed, would give an advantage to competitors or bidders;
9. Information that is a communication between the Housing Authority and its insurance carrier, and
10. Any record within the attorney-client privilege.