

**Atlantic City Housing Authority &  
Urban Redevelopment Agency**

227 North Vermont Avenue, 17<sup>th</sup> Floor  
P.O. Box 1258  
Atlantic City, NJ 08404

**REQUEST FOR ACCESS TO ACHA RECORDS**

Date Received: \_\_\_\_\_ Date of Response: \_\_\_\_\_

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**SEE IMPORTANT INFORMATION ON BACK**

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_

**Information Requested:**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Copy of Resolution** (specify date, number or other identifying information)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Contract** (specify)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Other documents** (specify)

\_\_\_\_\_

\_\_\_\_\_

Fee \$ \_\_\_\_\_

Fee Schedule for supplying copies of records is as set forth in ACHA Resolution No. 5103 adopted 11/9/95.  
.05¢ per page for letter sized pages and smaller, .07¢ per page for legal size pages and larger, actual cost of CD's or DVD's provided. Faxes and email are FREE.

Requests for records must be made in writing, in person, by mail or fax to:  
Beth Ann Shample, Records Custodian  
227 North Vermont Avenue, 17<sup>th</sup> Floor  
Atlantic City, NJ 08401  
(609) 344-1015 FAX  
(609) 344-1107 ext. 216  
email – [bshample@atlanticcityha.org](mailto:bshample@atlanticcityha.org)

A request for access to or for a copy of Government Records should be submitted on this form which has been adopted by the ACHA Custodian of Records. Some records will 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 during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee in 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. 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: first page to tenth page \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page.
- 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.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by ACHA 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, public assistance 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.

**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 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 pertaining to the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.**

**This form, when signed by the Custodian of Records, shall constitute a receipt for any deposit received.**

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

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

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

**Deposit** \_\_\_\_\_

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

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
ACHA Custodian of Records

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

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

# Atlantic City Housing Authority & Urban Redevelopment Agency

## RECORDS REQUEST RESPONSE

**TO:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
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You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq. If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

\_\_\_\_\_  
ACHA Custodian of Records

Date:

### ACKNOWLEDGEMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

\_\_\_\_\_  
Applicant

Date: