



A CITIZENS GUIDE TO

“OPRA”

**THE NEW JERSEY
OPEN PUBLIC RECORDS ACT
IN
HUNTERDON COUNTY**



**County of Hunterdon
Public Records Request
Rt. 12 County Complex, Bldg 5A
PO Box 2900
Flemington, NJ 08822-2900
Telephone: (908) 806-4150 * Fax: (908) 806-5528
Monday—Friday 8:30am—12:30pm & 1:30pm—4:30pm**

<http://www.co.hunterdon.nj.us/pdf/opra.pdf>

What is “OPRA”

On January 8, 2002, a new law was approved by the Legislature and signed into law by the Acting Governor which makes significant changes in the law governing public records. This law, P.L. 2001, c.404—more commonly known as the “**Open Public Records Act**” declares governmental records to be made public unless they fall within certain exceptions.

In general:

- ◆ Immediate access is ordinarily available to budgets, bills, vouchers, contracts, including collective bargaining 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, are in storage, or which will require a search of records, will be made available as soon as possible and the requestor will be provided with response within seven (7) business days of making the request indicating the time which will be required to provide the records.
- ◆ 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 County Attorney. You will be provided with a response with that information within seven (7) business days of your request.
- The seven (7) business day “time frame” starts the day after your request has been received by the County Records Custodian at the address listed on the request form and on the front of this brochure.

How do I request a Public Record?



A request for access to or for a copy of a government record can be submitted on the Counties **Access to Public Government Records Request Form** (OPRA-HC01) which has been adopted by the Hunterdon County Board of Chosen Freeholders.

Request forms can be picked up at most County Offices and are available via the county web site at, <http://www.co.hunterdon.nj.us/pdf/opra.pdf> or by contacting the Counties “Custodian of Records” at the address listed on the request form and on the front of this brochure.

When filling out your request **please** specify a Department, Commission, Board, or Committee with the date, topic, or any other pertinent information which will help in identifying and completing your request.

Once **fully completed** the request form can be mailed, faxed, submitted electronically or presented in person to the Counties “Custodian of Records”.

If you have any questions prior to filling out your request you should contact the Counties “Custodian of Records” for assistance.



What is a Public Government Record?

The term “public records” generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. A “government record” is defined as a physical record that has been generated, maintained, or received by a public agency in the course of official business. 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 inter-agency or intra-agency advisory, consultative, or deliberative material or any other material which is specifically exempted by law.



Are there fees for viewing or copies of records?

There is usually no fee involved in simply inspecting or viewing a document during normal business hours.

A copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation. If no fee is prescribed by law, the fee shall be the actual cost of duplicating, which includes the cost of materials and supplies used to make the copy, but not the cost of labor or other overhead expenses associated with making the copy unless expressly provided for by law (N.J.S.A. 47:1A-5b).

The fee assessed for the duplication of a government record in the form of printed matter has been established by the Hunterdon County Board of Chosen Freeholders as follows:

\$0.05 per page.

When the actual cost of duplicating a government record exceeds the foregoing rate, then upon demonstration by the public agency of the actual cost of copying, the public agency shall be permitted to charge that cost.

A 50% deposit is required for requests exceeding \$25.00.

If the nature, format, manner of collation, or volume of printing government record to be copied is such that the record cannot be reproduced by ordinary document copying equipment, or involves an extraordinary expenditure of time and effort to accommodate the request, the public agency may charge, in addition to the actual cost of duplicating the record, a special service charge that shall be reasonable and shall be based upon the actual direct cost of providing the copy. The requestor will be notified in advance of the special service charge and may object to the charge prior to it being incurred (N.J.S.A. 47:1A-5c). The fee established by the Hunterdon County Board of Chosen Freeholders for requested information which meets this criteria is a minimum of \$12.50 per hour and may be adjusted accordingly.



Is there an Appeal Process if my request is denied?

Yes, any person who is denied access to a government record may, at the option of the requestor, institute a process to appeal the determination. The appeal process options are as follows:

TO APPEAL AT THE HUNTERDON COUNTY LEVEL:

If you wish to appeal this denial, you can ask for an appeal meeting with the County. If you request a County level appeal, you still have the right to appeal to the Governor's Records Council or the Courts, at a later date.

A County level appeal gives the County and you an opportunity to discuss the situation, so the County can consider whether it may have made a mistake.

A County level appeal does not have to be on any particular form or in any particular format, however, it must be in writing. You simply send your written request to:

**Cynthia J. Yard, County Administrator
Hunterdon County Administrator's Office
PO Box 2900
Flemington, NJ 08822-2900**

Please indicate why you are appealing. State why you feel the County has made a mistake. The County will then schedule a meeting date with you, if you wish to appear in person. Within seven (7) business days thereafter, the County will let you know the results of it's reconsideration.

TO APPEAL WITH THE GOVERNMENT RECORDS COUNCIL:

Contact the GRC by phone at: 1-866-850-0511, by e-mail at grc@dca.state.nj.us or review the GRC web site at www.nj.gov/grc for information and to register your complaint. The GRC may be able to help resolve the problem over the phone. If not, you can receive a complaint form through the mail or from the web site.

When you file the written complaint, the GRC will offer you and the public agency non-adversarial, impartial mediation. If mediation is not agreed to, or fails, the GRC will investigate the complaint. The investigation may result in findings or a formal decision by the GRC, which may include a hearing by the Council.

In some cases, the Council can award attorney fees or fine a records custodian for failing to provide records.

Details of this process are available from the GRC. There is no fee to file with the GRC.

TO FILE AN APPEAL IN SUPERIOR COURT

A requestor may start a summary (expedited) lawsuit in the Superior Court. A written complaint and order to show cause must be filed with the court.

The court requires a \$200 filing fee, and you must serve the lawsuit papers on the appropriate public officials. The court will schedule a hearing and resolve the dispute.

If you disagree with the court's decision, you may appeal the decision to the Appellate Division of Superior Court. If you are successful, you may be entitled to reasonable attorney fees.

**COUNTY OF HUNTERDON
REQUEST FORM FOR ACCESS TO PUBLIC GOVERNMENT RECORDS**

Submit Completed Form To:

**COUNTY OF HUNTERDON
PUBLIC RECORDS REQUEST
RT 12 COUNTY COMPLEX, Bldg 5A
PO BOX 2900
FLEMINGTON NJ 08822-2900
TEL: 908-806-4150 * FAX: 908-806-5528**

GENERAL "OPRA" INFORMATION

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 inter-agency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

A request to access Public Government Records can be submitted on this form to the address stated above. This completed request may be mailed, faxed or hand-delivered.

Some records will be immediately available during normal business hours, however, due to the fact that certain records are maintained and stored at various locations throughout the County, some records will require time to locate, transport, compile and/or make copies as requested. You will be provided with a response within seven (7) business days regarding your request. The seven (7) business day "time frame" starts the day after your request has been received by the County Records Custodian at the address stated above.

IMPORTANT: See page two (2) for additional instructions on submitting your request.

Requestors Name: _____
Company: _____
Address: _____
City / Town: _____ **State:** _____ **Zip:** _____ - _____
Telephone [Day] _____ **Fax:** _____
Email: _____

Information Requested: *(Indicate type of request; whether to be viewed, copied or both; check all that may apply)*

SPECIFY DEPARTMENT, COMMISSION, BOARD, OR COMMITTEE WITH THE DATE, TOPIC, OR ANY OTHER IDENTIFYING INFORMATION WHICH WILL HELP IN COMPLETING YOUR REQUEST.

PLEASE BE AS SPECIFIC AS POSSIBLE.

- view
- copy
- both

Information provided on this form may be subject to disclosure under the Open Public Records Act.

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.

I accept. Please check this box in lieu of signature if you are submitting this form electronically indicating agreement to the above certification.

Signature of Applicant: _____ **Date of Request:** _____

Signature of County COR Receiving Request: _____ **Date Request Received:** _____

COUNTY OF HUNTERDON
REQUEST FORM FOR ACCESS TO PUBLIC GOVERNMENT RECORDS

Instructions for sending your request for public records to Hunterdon County.

This form may be submitted by mailing, faxing or delivering it to the custodian of records or transmitted electronically by completing the form and activating the "submit to" button which will send the completed form to the custodian at records@co.hunterdon.nj.us.

If you are submitting this request electronically in lieu of your signature the requestor must indicate acceptance of the terms and conditions of OPRA by enabling the "I accept check box" above the signature line.

Please note that electronic submissions can be subject to certain network abnormalities outside of the control of the County of Hunterdon which could affect your transmission.

Should you suspect an error may have occurred it is recommended that you contact the Custodian to confirm your transmission.

Thank you.