

OPEN PUBLIC RECORDS REQUEST FORM

Date Received: _____

OPRA Number: _____

BOROUGH OF RUTHERFORD

176 Park Avenue

Rutherford, NJ 07070

201-460-3001 Fax: 201-460-3003

Via email: mscanlon@rutherfordboronj.com

Business Hours: Monday through Friday – 8:30 am – 4:30 pm

Requestor's Information-Please Print

First Name: _____ Last Name: _____

Requestor's Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Telephone Daytime: _____

Preferred Delivery: Email Pick Up US Mail On Site Inspection

The applicant hereby certifies that they have not been convicted of any indictable offense under the law 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. A custodian must deny access to a person who has been convicted of an indictable offense.

Signature: _____ Date: _____

RECORDS/DOCUMENTS BEING REQUESTED:

Please be as specific as possible in describing the records being requested in the space provided below:

Large rectangular box with horizontal lines for describing records being requested.

If you are requesting any type of "Violation", by specifying one of the following, your request can be expedited more efficiently:

Open/Closed Violations

Open Violations Only

Date range: _____

A request for a copy of Public Records should be submitted on this form which has been adopted by the Municipal Clerk as the 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. This request may be filed in person, by e-mail, mail, by facsimile or via email: mscanlon@rutherfordboronj.com.

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.

There is no fee involved in simply inspecting a document during normal business hours. Except as otherwise provided by law or regulation, a fee may be assessed as provided by N.J.S.A. 47:1A-5:

- \$.05 per letter size page
- \$.07 per legal size page
- Other materials (CD, etc.) - actual cost of material
- Delivery - Postage fees additional
- Extras - Special service charge dependent upon request

Please be advised that beginning June 1, 2023, the Clerk's Office of the Borough of Rutherford will be charging a \$5.00 fee for all NJ Police Crash Investigation Reports that are requested, other than in person, as permitted under N.J.S.A. 47:1A-5 and N.J.S.A. 39:4-131 and in accordance with the Government Records Council case of Braden v. Township of Lacey (GRC Complaint No. 2018-159). 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 the Municipal Attorney. If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Borough of Rutherford to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (“GRC”) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

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, criminal investigatory records, public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

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

Estimated Number of Pages: _____ Estimated Cost: \$ _____

Number of Pages: _____ Fee Paid: \$ _____

Municipal Official Signature: _____ Release Date: _____

Contact Dates/Notes: