

Open Public Records Act
(OPRA, N.J.S.A. 47:1A-1 et seq.)

New Jersey City University (NJCU) Procedures for Public Access to University Records

Pursuant to the New Jersey Open Public Record Act (OPRA, N.J.S.A. 47: 1A-1 et seq.) (Act) the following procedures are available to access public records from the University:

1. A request for access to a government record from the University must be made on the University request form and hand-delivered, mailed, scanned and transmitted electronically (e-mail), or otherwise conveyed to the University custodian. The form must be signed. The University request form for government record(s) is available as appendix A (attached), on the NJCU website as OPRA, and in the custodian's office at New Jersey City University, 2039 Kennedy Boulevard, Hepburn Hall, Room 306, Jersey City, New Jersey 07305-1597.
2. A government record is defined under the law as (1) any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data-processed or image- processed document, information stored or maintained electronically or by sound- recording or in a similar device, or any copy of such record: and (2) it must be made, maintained or kept on file in the course of official business by the University, or it must have been received in the course of official business by the University.
3. Upon receipt of the completed University request form, the University custodian will respond to the requestor within seven (7) business days provided that the record is not archived or in storage. The request will not be considered filed until the request form has been received by the University custodian. Within that same period, the University custodian shall grant access to the University record or deny a request for access according to one of the stated exclusions or exceptions in the Act or other exclusions or exemptions as set forth in state or federal law, provided that the record is currently available and not in storage or archived.

If the custodian is unable to comply with the written request contained in the filed University request form because of an exclusion or exception, the custodian shall indicate the specific reason on the request form and promptly return it to the requestor. If the University custodian states that part of a particular University record is exempt or excluded from public access under the law, the University custodian shall delete or excise from a copy of the record that portion which the custodian states is exempted or excluded from public access and shall promptly permit access to the remainder of the record.

If the University record is in storage or archived, the University custodian will advise the requestor within seven (7) business days after receipt of the written request. The University custodian will advise the requestor when the record can be made available. If the record is not made available by that time, access shall be deemed denied.

4. The University custodian shall permit the records(s) to be inspected, examined and copied by the requestor during regular business hours. Any portion of the record which discloses an individual's social security number, credit card number, unlisted phone number or drivers license number, or personal information where disclosure would violate the individual's reasonable expectancy of privacy will be redacted from the information by the University custodian from those records that may be inspected, examined and copied.
5. A requestor may purchase a copy or copies of a University record upon paying the fee prescribed by law or regulation. The fee assessed for duplicating a printed University record shall be: \$0.05 per page

In the event the University encounters an extraordinary expenditure of time and effort to accommodate the request, the University may charge, in addition to the actual cost of duplicating the record, a special service charge that must be reasonable and must be based upon the actual direct cost of providing copy or copies. The requestor shall have the opportunity to review and object to the special service charge prior to it being incurred.

6. The University custodian must permit access to a University record and provide a copy of the record in the medium requested if the University maintains the record in that medium. If the University does not maintain the record in the medium requested the University custodian must convert the record to the medium requested or provide a copy in some other meaningful medium.

If the request is for a record that is in a medium not routinely used by the University or not routinely developed or maintained by the University, additional charges may be assessed in accordance with OPRA. If a request for access to a University record would substantially disrupt University operations, the University custodian may deny access to the record after attempting to reach a reasonable solution with the Requestor that accommodates the interests of the Requestor and the University.

7. A requestor who is denied access to a University record, at his/her option, may:
 - a. institute a proceeding to challenge the University custodian's decision by filing an action in New Jersey Superior Court; or
 - b. file a complaint with the Government Records Council of the Department of Community Affairs, State of New Jersey at 101 South Broad Street, PO Box 803, Trenton, New Jersey 08625-0803 or email at grc@dca.state.nj.us or fax at 609-292-9073.

A requestor has the exclusive right to institute any appeal proceedings. Any appeal must proceed in a summary or expedited manner. The University has the burden of proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, access shall be allowed. A requestor who prevails in any appeal proceeding is entitled to reasonable attorney's fees.

**New Jersey City University
OPRA
Form to Request University Record**

All requests must be signed and submitted in writing, on this form, in person or by mail, or scanned and submitted by e-mail, to the University Custodian at New Jersey City University, 2039 Kennedy Boulevard, Hepburn Hall, Room 306, Jersey City, New Jersey 07305 or to OPRAcustod@NJCU.edu. The University Custodian, upon receipt of request, will respond to the requestor within seven (7) business days. If access is denied, the requestor has a right to challenge the University's decision by filing an appeal with the Superior Court or with the Government Records Council (see NJCU Procedures for Public Access to University Records), which can be obtained at the University's website, www.NJCU.edu or by calling the University Custodian at 201-200-2039.

You may contact the Government Records Council (GRC) by phone at 800-555-5555.

Your request will not be considered filed until the request form has been received by the University Custodian.

Fees for the cost of duplicating a record are: \$0.05 per page

To Be Completed by Requestor:

Name: _____

Address: _____

Phone Number (optional): _____

Identify University record(s) requested: (be specific)

Type of Access Requested:

Print copies (indicate preference below)	OR	_____ Inspection
_____ Requestor will pick up		
_____ Mail print copies to Requestor	OR	_____ Other

Circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE/HAVE NOT** been convicted of any indictable offense under the laws of New Jersey or any other state or the United States.

Signature of Requestor: _____

Date: _____