

Board of Taxation



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Diane R. Hesley, CTA
Tax Administrator

RESOLUTION # 14 OF 2023

WHEREAS, there exists the need to adopt standard policy and a fee schedule to be used in the "Open Public Records" process at the Camden County Board of Taxation, and

WHEREAS, according to N.J.S.A. 47:1A-5, "A custodian shall permit access to a government record and provide a copy thereof in the medium requested if the public agency maintains the record in that medium. If the public agency does not maintain the record in the medium requested, the custodian shall either convert the record to the medium requested or provide a copy in some other meaningful medium. If a request is for a record: (1) in a medium not routinely used by the agency; (2) not routinely developed or maintained by an agency; or (3) requiring a substantial amount of manipulation or programming of information technology, the agency may charge, in addition to the actual cost of duplication, a special charge that shall be reasonable and shall be based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the agency or attributable to the agency for the programming, clerical, and supervisory assistance required, or both."; and

WHEREAS, the New Jersey Handbook for County Boards of Taxation states, "Adoption of policies shall be confirmed at a public meeting" and "Policies may be presented in the form of resolutions"; now therefore be it

RESOLVED, the Camden County Board of Taxation has promulgated the following policy and fee schedule to be used by the Camden County Board of Taxation Custodian of Records, staff of the County Board of Taxation, and all participants of the "Open Public Records" process within the office of the Camden County Board of Taxation:

- All requests must be made in writing and on promulgated forms previously adopted by the Camden County Board of Taxation
- The Fee schedule will be attached to each billable request form as needed.
- Standard and Reasonable Fees are as follows:

*MOD IV List - \$ 200.00 per request

*Specialized Reports (based on statutory language as stated in N.J.S.A. 47:1A-5)– minimum \$ 200.00 per report, per district with additional districts of the same report at \$50.00 per district

Moved: Commissioner Wilhelm

Second: Commissioner Holcomb

Roll Call: k.hanson yes b.holcomb yes m.pollitt yes
 d.reich yes w.wilhelm yes



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Board President



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drh/5/2/2023