



Request to Review County Records
Open Public Records Act (OPRA) Request Form
(Pursuant to N.J.S.A. 47:1A-1, et seq.)

Important Notice

- To request access to public records, complete this form and submit only this page to the Custodian of Records
- OPRA does not require any specific format for making requests, however the request must be made in writing by completing and signing this form, or submitting a letter, fax or e-mail that clearly references OPRA (*Please use only one method of transmission*)
- The web site (www.camdencounty.com) contains important information related to your rights concerning government records. Please read it carefully

Section 1

Background information and Request for Records
(Please Print)

Today's Date _____ Daytime Phone# _____

Requestor-First Name _____ MI _____ Last Name _____

Requestor-Company Name _____

Requestor- Address _____

Requestor-Email Address _____

Requestor-Fax Number _____

If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT (circle one)** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States, and I am not seeking government records containing personal information pertaining to the victim of a crime or the victim's family.

Signature _____ Date _____

1. What records are you requesting? Please include a detailed description of the information you are seeking. Be as specific as possible in describing the records being requested. (if additional space is required, please attach another page and reference it below i.e. see attachment)
(NOTE – Requests for 911 recording and/or Computer Aided Dispatch (CAD) records you must provide all pertinent information as described in Section 1A)

2. For what time period are you requesting information? (Dates that the records requested cover)
From _____ To _____

3. Are you requesting - **Please circle one:** (a) to review the documents on site, or (b) photocopies, or (c) records in another medium (e.g., cd-describe data format) if available? _____

4. For photocopies, please state how you would like the information delivered – **please circle one:** (a) mailed to the above stated address(photocopy and shipping charges apply based on fee schedule), or (b) faxed (no charge) or (c) e-mailed (no charge) or (d) other _____

Privacy Disclaimer: An OPRA request for government records access is a public record. Therefore, the person requesting access to government records should be aware that the completed OPRA form may be disclosed.

Section 1A

Searches for 911 recordings and/or Computer Aided Dispatch (CAD)

- All incidents including DMV require the following:
 - Type of incident, date, time, location and name of individual(s) involved in the incident
 - For cell phone calls provide the cell phone number(s) and, if known, the name of caller(s)
- Specifically for DMV incidents include the above information and car tag number(s)/license number(s)

Please note that the County's Communications Office does not have access to Summons numbers, Case numbers or other information other than the information listed above

OPRA requests for records that only provide Summons and/or Case numbers cannot be searched

NOTE:

OPRA applies to records created, maintained, kept on file, or received in the course of official business. Unless the requested records fall under an exemption to OPRA, the responsive documents must be made available to the requestor.

Pursuant to New Jersey law, the requestor of a County record generally must be granted access to the requested records or the request must be denied no later than seven (7) business days after the County receives the request, provided that the record is currently available and not in use, in storage or archived. Immediate access ordinarily shall be granted for budgets, bills, vouchers, contracts and government employee’s salary and overtime information. If the record is unavailable because it is in use, in storage or archived, then the requestor must be so advised within seven (7) business days after receipt of the request, and further advised as to when the record shall be made available. If the requestor has not provided a name, address, telephone number, or other means of contacting the requestor, no response is required until the requestor reappears seeking a response to the original request.

The requestor agrees to pay the fees due (total amount calculated by County as per Assembly Bill 559 and Senate Bill 1212 – legislation that passed both houses which amends N.J.S.A. 47:1A-5b - *See chart below for regular photocopies and special service charge for extraordinary photocopies) **prior to the records being turned over to or delivered to the requestor.**

Charges for Preproduction of County Records*
(Unless fees are set by another law for specific record)

As per N.J.S.A. 47:1A-1 et seq., whenever the nature, format, or manner of collation, or volume of a government record is such that the records cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, a government agency may charge, in addition to the actual cost of duplicating the records, a special service charge. Set forth herein are the established charges, which shall apply to all such requests, made to the County of Camden, Treasurers Office. The County reserves the right to assess an additional charge beyond those listed below if an extraordinary expenditure of time and effort is necessary to respond to a request.

Letter Size Photocopies	(8.5" X 11" and smaller)	\$0.05 (five cents) per page
Legal Size Photocopies	(8.5" X 14")	\$0.07 (seven cents) per page
Large maps and plans	(11" X 17" and larger)	\$0.15 (fifteen cents) per page
Compact Discs (CD's)		\$0.75 (seventy five cents) per CD
Delivery/Postage fees		Additional depending upon delivery type

Electronic records (sent via e-mail or fax) are free of charge

Arial Photographs from the Department of Public Works, Division of Engineering – Pricing is available from the Department of Public Works. Please call the Engineering Division at (856) 566-2980 for the process to request aerial photographs.

*The above fee schedule for the charge for the Compact Disc is the actual cost for the purchase of the Compact Disc. As otherwise provided by law, whenever the nature, format, manner of collation or volume of the requested record prevents reproduction by ordinary means, or requires a substantial amount of manipulation or programming of information technology, the County may charge a fee representing the actual cost of reproduction of duplication plus a reasonable special charge representing the extraordinary means, methods, labor, or supervisory effort required to accommodate the request.

1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the County of Camden, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the **Camden County Treasurer, mail payment to Maria Efstratiades, Camden County Custodian of Records, Office of Archives and Records Management, 520 Market Street, 11th Floor, Camden, New Jersey 08102.** ***Please do not mail payments for records until you receive an invoice from the Custodian of Records.***
5. ***You may be charged a 50% or other deposit when a request for copies exceeds \$25.*** The Camden County custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, **and** who is seeking government records containing personal information pertaining to the person's victim or the victim's family. This includes anonymous requests for said information.
7. By law, the Camden County Custodian of Records must notify you that it grants or denies a request for access to government records within seven (7) business days after the custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
8. You may be denied access to a government record if your request would substantially disrupt the County's operations and the custodian is unable to reach a reasonable solution with you.
9. If the Camden County Custodian is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requestor, if the custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
11. 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 Camden County Custodian of Records 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.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.