



**COUNTY OF SOMERSET  
OPEN PUBLIC RECORDS ACT REQUEST FORM**

20 Grove Street • PO Box 3000  
Somerville, NJ 08876  
Phone: 908-231-7030 • Fax: 908-231-8754  
Email: [OPRA@co.somerset.nj.us](mailto:OPRA@co.somerset.nj.us)  
Website: [www.co.somerset.nj.us](http://www.co.somerset.nj.us)  
Kelly Mager - Custodian of Records



**Important Notice**

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

**Requestor Information – Please Print**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Preferred Delivery:  E-mail  Pick Up  US Mail  Fax  On-Site Inspect

**If you are requesting records containing personal information, please check 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, any other state, or the United States.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information**

Maximum Authorization Cost \$ \_\_\_\_\_

**Select Payment Method**

Cash  Check  Money Order

Fees: Letter size - \$0.05 / page  
 Legal size - \$0.07 / page  
 Other materials (CD, DVD, etc) – actual cost of material

Delivery: Delivery / postage fees additional, depending upon delivery type.

Extras: Special service charge dependent upon request.

**Record Request Information:** Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

**AGENCY USE ONLY**

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Est. Document Cost \_\_\_\_\_  
 Est. Delivery Cost \_\_\_\_\_  
 Est. Extras Cost \_\_\_\_\_  
 Total Est. Cost \_\_\_\_\_  
 Deposit Amount \_\_\_\_\_  
 Estimated Balance \_\_\_\_\_  
 Deposit Date \_\_\_\_\_

**Disposition Notes**  
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open \_\_\_\_\_  
 Denied - Closed \_\_\_\_\_  
 Filled - Closed \_\_\_\_\_  
 Partial - Closed \_\_\_\_\_

Tracking Information		Final Cost	
Tracking # _____	Total _____	Deposit _____	Balance Due _____
Rec'd Date _____	Balance Paid _____	Records Provided	
Ready Date _____			
Total Pages _____			
Custodian Signature _____		Date _____	

## DEPOSITS

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

### **YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):**

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record.

**Response is due to requestor as soon as possible, but no later than seven business days.)**

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#### **N.J.S.A. 47:1A-1.1**

- Inter-agency or intra-agency advisory, consultative or deliberative material
- Legislative records
- Law enforcement records:
  - Medical examiner photos
  - Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed)
  - Victim's records
- Trade secrets and proprietary commercial or financial information
- Any record within the attorney-client privilege
- Administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security
- Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
- Security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software
- Information which, if disclosed, would give an advantage to competitors or bidders
- Information generated by or on behalf of public employers or public employees in connection with:
  - Any sexual harassment complaint filed with a public employer
  - Any grievance filed by or against an employee
  - Collective negotiations documents and statements of strategy or negotiating
- Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- Information that is to be kept confidential pursuant to court order
- Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
- Social security numbers
- Credit card numbers
- Unlisted telephone numbers
- Driver's license numbers
- Certain records of higher education institutions:
  - Research records
  - Questions or scores for exam for employment or academics
  - Charitable contribution information
  - Rare book collections gifted for limited access
  - Admission applications
  - Student records, grievances or disciplinary proceedings revealing a student's identification
- Biotechnology trade secrets **N.J.S.A. 47:1A-1.2**
- Convicts requesting their victim's records **N.J.S.A. 47:1A-2.2**
- Ongoing investigations of non-law enforcement agencies (must prove disclosure is inimical to the public interest) **N.J.S.A. 47:1A-3.a.**
- Public defender records **N.J.S.A. 47:1A-5.k.**
- Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and privileges created by State Constitution, statute, court rule or judicial case law **N.J.S.A. 47:1A-9**
- Personnel and pension records (however, the following information must be disclosed):
  - An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received
  - When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the US, or when authorized by an individual in interest
  - Data contained in information which discloses conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information **N.J.S.A. 47:1A-10**

#### **N.J.S.A. 47:1A-1**

- "A public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy."

Burnett v. County of Bergen, 198 N.J. 408 (2009). Without ambiguity, the court held that the privacy provision “is neither a preface nor a preamble.” Rather, “the very language expressed in the privacy clause reveals its substantive nature; it does not offer reasons why OPRA was adopted, as preambles typically do; instead, it focuses on the law’s implementation.” “Specifically, it imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable privacy interests.”

**Executive Order No. 21 (McGreevey 2002)**

- Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism.
- Records exempted from disclosure by State agencies' proposed rules.

**Executive Order No. 26 (McGreevey 2002)**

- Certain records maintained by the Office of the Governor
- Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing
- Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments
- Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation
- Information in a personal income or other tax return
- Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness, except as otherwise required by law to be disclosed
- Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing
- Records in the possession of another department (including NJ Office of Information Technology or State Archives) when those records are made confidential by regulation or EO 9.

**Other Exemption(s) contained in a State statute, resolution of either or both Houses of the Legislature, regulation, Executive Order, Rules of Court, any federal law, federal regulation or federal order pursuant to N.J.S.A. 47:1A-9.a.**

(Please provide detailed information regarding the exemption from disclosure for which you are relying to deny access to government records. If multiple records are requested, be specific as to which exemption(s) apply to each record.)

**REQUEST FOR RECORDS UNDER THE COMMON LAW**

If, in addition to requesting records under OPRA, you are also requesting the government records under the common law, please check the box below.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

- Yes, I am also requesting the documents under common law.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in preventing disclosure.

Please set forth your interest in the subject matter contained in the requested material:

***Note that any challenge to a denial of a request for records under the common law cannot be made to the Government Records Council, as the Government Records Council only has jurisdiction to adjudicate challenges to denials of OPRA requests. A challenge to the denial of access under the common law can be made by filing an action in Superior Court.***

**In accordance with requesting Government Records under the New Jersey Open Public Records Act (N.J.S.A. 47:1A- 1et. seq.):**

1. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it during regular business hours in person, by mail, FAX or electronically to the Custodian of Records for Somerset County (Office of the Clerk of the Board). Your request is not considered filed until the Custodian has received the completed request form. If you submit the request to any other officer or employee of Somerset County and that Officer or employee does not have the authority to accept your request on behalf of Somerset County, you will be directed to the Custodian of Records. The time does not begin for fulfillment of the request until the Custodian of Records for Somerset County has received the request.
2. Only requests submitted on this form to the Custodian of Records for Somerset County will be considered official requests under the Open Public Records Act. Deadlines, restrictions and remedies will not apply to requests unless submitted to the Custodian of Records on this form.
3. The fees for duplication of a government record in printed form are listed on page one of this form. You will also be required to pay any special charges, special services charges or other additional charges authorized by State Law or regulations. If estimated costs exceed the maximum amount you are willing to pay, you will be contacted for authorization before proceeding. Payment shall be in cash, check or money order payable to the County of Somerset.
4. The County of Somerset 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 that may pertain to the person's victim or victim's family.
5. The County of Somerset must notify you that it grants or denies a request for access to government records within seven business days after receiving the request, providing the record is currently available and not in storage. If the records requested are not currently available or are in storage, the County of Somerset will advise you within seven business days when the records can be made available and the estimated cost. You may agree to extend the time the County of Somerset has for making the record available or for reviewing your request.
6. You may be denied access to a government record if your request would substantially disrupt agency operation or the County of Somerset is unable to reach a reasonable solution with you.
7. If the County of Somerset is unable to comply with your request for access to a government record, the County of Somerset will indicate reasons for denial on the request form and send you a signed and dated copy.
8. Except as otherwise provided by law or by agreement with the requestor, if the County of Somerset fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of the request.
9. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have the right to challenge the decision by the County of Somerset to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ 08625 or by email at [grc@dea.state.nj.us](mailto:grc@dea.state.nj.us) or at the website at [www.nj.gov/grc](http://www.nj.gov/grc).
10. Information provided on this form may be subject to disclosure under OPRA.

**Submit form to:**

Somerset County Custodian of Records  
Office of the Clerk of the Board  
PO Box 3000  
Somerville, NJ 08876  
Fax: 908-231-8754