



11.321.303-3300 & 11.321.473-106 (Fax)



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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

Payment Information

First Name _____ MI _____ Last Name _____
 E-mail Address _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone _____ FAX _____

Maximum Authorization Cost \$ _____
 Select Payment Method _____
 Cash _____ Check _____ Money Order _____
 Fees: Letter size pages - \$0.05 per page
 _____ \$0.05

Preferred Delivery: Pick up Regular Mail Express Mail Overnight Other _____

Order Materials (CD, DVD, etc.) - actual cost of material
 Delivery / Postage fees _____
 additional depending upon _____

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;

Delivery type _____

I WILL / WILL NOT use the requested government records for a commercial purpose.

Signature _____ Date _____

Note: If you confirmed above that the records sought are in connection with a legal proceeding, identification of that proceeding is required below.

DEPOSITS

will assist in process of 95 to regarding N.J.S.A. 47:1A-5(a)

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASONS:

the information requested is exempt from disclosure under the provisions of the Freedom of Information Act, as they apply to the records requested. If

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

information and deliberative material

Legislative records

Law enforcement records:

Medical examiner photos

Criminal investigatory records (however, N.J.S.A. 47:1A-1.1(a)(2) does not apply to information which must be disclosed)

Victims records and/or OPRA requests submitted by victims seeking their own records

Trade secrets and proprietary commercial or financial information

Any record within the attorney-client privilege

or facility or persons therein

data or software

the disclosure of which does not compromise the integrity of

information which, if disclosed, would give an advantage to competitors or traders in any

information generated by or on behalf of public employees or public employees in connection with:

1. A personnel harassment complaint filed with a public employer

Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk

jurisdictional unit:

agency

Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk

Privacy Information:

Social security numbers

Credit card or debit card numbers

Bank account information

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 victims' records N.J.S.A. 47:1A-2.2

Public defender records N.J.S.A. 47:1A-5(k)

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

A public agency has a responsibility and an obligation to safeguard information which, if disclosed, 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

Executive Order No. 21 (McGreevey 2002)

Records related to the investigation, administration or reporting of a terrorism act, 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)

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 (Illinois) Discrimination

Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation

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licensing

are made confidential by regulation or E.O. 9

Other Exemption(s) contained in a State statute, resolution of either or both House 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

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

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 disclosure.

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

[Empty rectangular box for providing interest in the subject matter]

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.

4. All "government records" as defined in N.J.S.A. 47:1A-4.1 are subject to public access under the Open Public Records Act.

5. A request for responsive government records under OPRA must be in writing, hand-delivered, mailed, transmitted electronically,

respond "immediately" disclosing responsive records not to exceed twenty-four (24) months old.

disclosing the information within twenty-four (24) hours or as soon as practical.

seven (7) business days. N.J.S.A. 47:1A-5(i). However, the response time frame can be reduced to seven (7) business days upon payment of no more than two times the cost to produce the responsive records.

Fire district employing one or fewer full-time employees serving as custodians may add seven (7) business days to

the seven (7) or thirteen (13) business day response time frames.

The applicable response time does not commence until the custodian receives the request form. N.J.S.A. 47:1A-5(h). If you submit the request form to any other office or employee, the recipient must either forward the request to the appropriate custodian or direct you to the appropriate custodian.

6. Requesters are not required to use this OPRA request form; however, a written equivalent not containing the form requirements of N.J.S.A. 47:1A-5(b) and N.J.S.A. 47:1A-5(c) may be denied by a custodian.

7. Requesters may submit requests anonymously. A request submitted anonymously shall not be considered incomplete.

number and duration of the request. If the request is returned to the requester, the custodian seeking a response to the original number, the custodian is not required to respond until you reappear before the custodian seeking a response to the original

47:1A-6.

8. The fees for duplication of a "government record" is listed on page 4 of this form. The custodian will notify you

payment shall be made by cash, money order or certified check. Payment in full must be received before records are released.