

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> OPEN PUBLIC RECORDS REQUESTS	<b>Page:</b> 07.05.01
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General

The College must comply with New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et. seq. (OPRA). In this effort the Board of Trustees adopted a policy for compliance and appointed a Government Records Custodian.

Any employee receiving a request for government records under the Open Public Records Act must refer that request to the college appointed Government Records Custodian for handling. The Government Records Custodian must ensure compliance with New Jersey Statute 47:1A-1 by responding to all requests.

Authority

New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et. seq.  
County College of Morris Board of Trustees Policy 2.2011

Responsibility

Government Records Custodian  
Government Records Sub-Custodian  
All Employees

Procedure

1. Any contact made with the college by a person requesting information under the Open Public Records Act (OPRA) should be referred to the Government Records Custodian (GRC) immediately. No employee except the College appointed GRC shall accept a request under OPRA.
2. The GRC will direct the requestor as to where to obtain the required Government Record Request form which must be completed and returned either by mail, electronic mail, facsimile or hand delivery. Depending on current applicable statute a letter may be acceptable if produced in accordance with legal ruling.
3. As required by statute, available and on display in the Office of the GRC for review by any interested party is a booklet entitled "A Citizen's Guide to the Open Public Records Act" and the "Notice of Right to Access Government Records of the County College of Morris".

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4. The GRC will review the request to determine whether or not it can be satisfied. The GRC will then either provide a reason for denial, or, if the records are not available within the seven day time frame, complete the sections on the request form with the date the information will be available. Any estimated fees to be expected should be noted on the form for preapproval of the requestor unless the requestor indicates a dollar limit that is acceptable.  
**A copy of the form with this information will be returned to the requestor within seven days of receipt by the college of this request, or as soon as possible. Non-adherence to this time frame is considered a denial which may have to be defended to the appropriate government entity.**
5. If the request can be satisfied the GRC will contact the appropriate personnel to gather the required information. Any College personnel contacted by the GRC must comply with the request for information within two business days.
6. The GRC will review the information and redact any appropriate information in accordance with statute. The GRC will then respond to the request within seven days or as soon as is possible according to statute.
7. If the requested material is requested for viewing only, a College employee will be assigned to be present in the room with the requestor as the material is reviewed.
8. If a fee or deposit has been charged to the requestor, the GRC will collect the fee upon delivery of the information and deposit it into the miscellaneous income account in accordance with Business & Finance Procedure 03.12 (Security of Cash and Check Receipts). A deposit may be required from anonymous requestors if it is determined that the cost to comply will be in excess of \$5. Deposits may not be refundable.
9. The GRC will record the request and response to request on the Government Records Request Log and file the documentation appropriately.