

City of Vineland, New Jersey
Office of the Municipal Clerk
City Hall, 640 E. Wood Street, P.O. Box 1508, Vineland, NJ 08362-1508
Telephone: 856-794-4060 Fax: 856-794-4067

GOVERNMENT RECORDS REQUEST FORM

Important Notice

The reverse side of this form contains important specific information regarding your request for government records under the Open Public Records Act (OPRA) and related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print – Complete ALL

Payment Information

First Name _____ MI _____ Last Name _____
Company _____
Mailing Address _____
City _____ State _____ Zip Code _____
Primary Telephone: Area Code _____ Number _____ Ext. _____
E-mail address _____
Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____
Circle 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 _____

Maximum authorization cost \$ _____
Select Payment Method:
Cash _____ Check _____ M.O. _____
Fees: Pages 1-10 @\$0.75
Pages 11-20 @\$0.50
Pages 21- up @\$0.25
Delivery: Delivery/postage fees are additional depending upon delivery type.
Extras: Special service charges may be imposed. See reverse.

Record Request Information: To expedite the request, **be as specific as possible** in describing the records being requested.

Circle if you wish to **examine** records or **obtain copies**.

- Minutes (specify board or entity, date, topic or other identifying information).

- Ordinance or Resolution (specify date, number, or other identifying information).

- Court Information or Police Report (specify).

- Property Related Information
Block _____ Lot _____ Address: _____
 Property owners within 200' Property Record Card
- Other (specify) _____

State preferred medium of record: _____

MUNICIPAL USE ONLY

Disposition Notes

Tracking Information

Final Cost

Est. Document Cost _____			Tracking # _____	Total _____
Est. Delivery Cost _____			Rec'd Date _____	Deposit _____
Est. Extras Cost _____			Ready Date _____	Balance Due _____
Total Est. Cost _____			Total Pages _____	Balance Paid _____
Deposit Amount _____	In Progress	- Open _____	Records Provided: _____	
Estimated Balance _____	Denied	-Closed _____	_____	
Deposit Date _____	Filled	-Closed _____	Records Denied/Reason: _____	
	Partial	-Closed _____	_____	

Records Custodian Signature

Date

ACCESS TO GOVERNMENT RECORDS Information – Instructions – Fees

In order to request access to government records under OPRA, you must complete all the required portions of this request, date it and deliver it in person during regular business hours or by mail, fax or electronically to the City of Vineland Custodian of Records or Deputy Custodian of Records. The Municipal Clerk is the Custodian of Records and the following positions are Deputy Custodians of Records: Police Chief; Fire Chief; City Engineer; City Planner; Tax Assessor; Tax Collector; Deputy Registrar. If you submit a request for access to government records to someone other than the appropriate custodian, if you do not complete the City of Vineland request form, or attempt to make a request for access by telephone, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request. If the requestor is seeking government records that may contain personal information pertaining to a victim of a crime or the victim's family, the requestor must certify that he or she has not been convicted of any indictable offense under the laws of New Jersey, any other state or the United States.

In general:

The term "public records" generally includes those records determined to be public in accordance with *N.J.S.A. 47:1A-1* et seq. The term does not include personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or inter-agency or intra-agency advisory, consultative, or deliberative or other material which is specifically exempted by law.

Some records will be immediately available during normal business hours. Some records may require time to compile and make the copies requested, but will normally be available within seven (7) business days.

- Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will generally be available immediately after the minutes have been approved.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report, Records Request Response, within seven (7) business days indicating the time needed to provide the records.

There is no fee involved in simply inspecting a document during normal business hours. Copies and some records requested have specific fees or other response times established by statute or by municipal ordinance. If a fee is not prescribed by law, the fee shall be the actual cost of duplicating the records, provided, however, that where the actual cost for duplication of a record exceeds the rates below, the actual cost shall be imposed. The fees for government records shall be as follows:

- A. Standard size paper up to 8.5 inches in width and up to 14 inches in length.
 - First page to tenth page: \$0.75 per page.
 - Eleventh page to twentieth page: \$0.50 per page.
 - All pages over twenty: \$0.25 per page.
- B. Large sized paper documents and maps.
\$1.00 per square foot rounded up to the highest dollar amount.
- C. Preprinted documents.
 1. City of Vineland Code Book: \$250.00.
 2. Municipal Land Use Ordinance Book: \$80.00.
 3. Master Plan: same as subsection A of this section.
- D. Police and Fire reports.
 1. Police and Fire reports requested and picked up in-person: same as subsection A of this section.
 2. Police and Fire reports requested other than in-person: same as subsection A of this section, plus an additional fee of \$5.00 for the first three pages and \$1.00 per page thereafter.
- E. Photographs.
 1. Black and white copy: same as subsection A of this section.
 2. Color copy: \$10.00.
 3. Photographs recorded on compact disc: \$25.00, includes costs of compact disc and special service.
 4. Aerial photograph: \$6.00 per square foot rounded up to the highest dollar.
- F. Electronic records.
 1. Audiotape cassette: \$11.00.
 2. Videotape: \$25.00.
 3. Floppy disk: \$5.00.
 4. Compact disc: \$5.00.
- G. Mailing labels.
\$3.00 per sheet of labels up to 12" x 15".
- H. Special Service Charge.
 1. A special service charge shall be imposed, in addition to the actual costs of duplicating the record, whenever the nature, format, manner of collation or volume of a government record embodied in the form of printed matter is such that it cannot be reproduced by ordinary document-copying equipment in ordinary business size or where such record involves an extraordinary expenditure of time and effort to accommodate the request. A special service charge shall be applied when the custodian must change the medium in which the record is normally kept in order to comply with the request. The special service charge shall include the cost of labor in addition to the cost of materials as well as any other actual costs incurred by the City of Vineland. The requestor shall have the opportunity to review and object to the special service charge prior to it being incurred.
 2. The special service charge for volume shall be as follows:
 - a. \$25.00 for 100-300 copies.
 - b. \$25.00 for every additional 200 copies or part thereof.
 3. Conversion of records from one medium to another. Cost of duplication, plus cost of electronic record medium and special service charge.
 4. Should a third-party vendor be required to fulfill a special service request, the requestor shall be charged the fee as set by the third-party vendor.
- I. A deposit shall be paid prior to filling any anonymous request where it is estimated that the information requested will cost in excess of \$5.00 to produce. The deposit shall be one-half of the total estimated cost of producing the request.
- J. A deposit shall be paid prior to filling any request where it is estimated that the information requested will cost in excess of \$25.00 to produce. The deposit shall be one-half of the total estimated cost of producing the request.
- K. Postage shall be billed to the requestor for any record requested by mail.
- L. Municipal Lien Searches are provided by the designated search officer and will be provided within fifteen (15) days after the request is received and the \$10 fee paid (*N.J.S.A. 54:5-11*).
- M. List of Property Owners within 200'. The fee is the greater of \$.25 per name or \$10 (*N.J.S.A. 55D-12*).
- N. The approved forms of payment shall be cash, personal check, certified check, cashier's check, money order or bank check. No third-party checks shall be accepted. All checks shall be made payable to the City of Vineland.

If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, the requestor will be provided a response and explanation, Records Request Response, within the seven business days.

- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.
- A requestor has a right to appeal the decision that the document or documents are not public records. The appeal may be taken to the Government Records Council or to the New Jersey Superior Court (*N.J.S.A. 47:1A-1*).