

Cassidy L. Swanson

Acting Municipal Clerk

(856) 845-1300 x146

cswanson@woodbury.nj.us



City of Woodbury
GLOUCESTER CO.
WOODBURY, N. J.

City of Woodbury

City Hall

33 Delaware Street

Woodbury, NJ 08096

(856) 845-1300

April 25, 2022

Via email only (opra+request-30360-ff172020@requests.opramachine.com)

Patrick Duff

**Re: Open Public Records Act/Common Law Records Request
All email communications to and from and Council member, Mayor,
Solicitor or clerk with any representative of BestBuds**

Dear Mr. Duff:

The City of Woodbury Records Custodian received your request for records pursuant to the Open Public Records Act (OPRA) and the New Jersey common law right of access, dated March 23, 2022, on March 24, 2022. Accordingly, the initial seven (7) business day deadline to respond to your request under OPRA was April 4, 2022. We previously requested an extension of time, until April 25, 2022, to further process your request.

Your records request was as follows:

From: Patrick Duff <opra+request-30360-ff172020@requests.opramachine.com>

Sent: Wednesday, March 23, 2022 9:33 PM

To: Daneen Fuss <dfuss@Woodbury.nj.us>

Subject: OPRA request - All email communications to and from and Council member, Mayor, Solicitor or clerk with any representative of BestBuds.

Dear Woodbury City,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

All email communications and attachments to and from any Council member, Mayor, Solicitor, Administrator, or clerk with any representative of BestBuds from 11-1-21 through today.

Yours faithfully,

Patrick Duff

A preliminary search of our available records has identified approximately 2,994 individual records responsive to your request.

Further processing of your request for the identified records will require an extraordinary expenditure of time and effort since it would involve final compilation of the requested records and review for and redaction of material exempt from disclosure.

The Open Public Records Act and New Jersey common law allow public agencies to impose special service charges whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or when fulfilling a request requires an extraordinary expenditure of time and effort. *See* N.J.S.A. 47:1A-5.c. Due to the nature of your request and the volume and type of records identified, it will be necessary to impose a special service charge to fulfill your request. Special service charges must be based upon the actual direct cost of providing the copy or copies.

A requestor shall have the opportunity to review and object to the charge prior to it being incurred. *See* N.J.S.A. 47:1A-5.c. As such, a detailed estimate is provided below:

lowest level person capable of fulfilling the request	Kay Crawford, Deputy Clerk
direct hourly rate (minus fringe benefits)	\$19.20
number of hours anticipated to complete request	25.0
estimated special service charge	\$480.00

Please note that this estimated charge does not include any applicable copying charges. In order to proceed with fulfilling your request, we require a deposit in the amount of \$480.00 representing the total estimated special service charge.

Kindly respond in writing with your acceptance or rejection of this estimated charge. We will not begin to further process this request until we receive your written acceptance. If you accept the estimated special service charge, please forward a check in the amount of \$480.00 payable to the "City of Woodbury." If you reject the estimated charge and you wish to challenge the special service charge, you have a right to challenge the decision.

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 City of Woodbury 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 P.O. 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 GRC 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.

Very truly yours,

Cassidy Swanson
Acting Municipal Clerk
Community Events Coordinator
Neighborhood Preservation Coordinator
City of Woodbury
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