

Cassidy L. Swanson

Acting Municipal Clerk

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

City of Woodbury

City Hall

33 Delaware Street

Woodbury, NJ 08096

(856) 845-1300

March 28, 2022

Via email only (opra+request-30014-85679409@requests.opramachine.com)

Patrick Duff

**Re: Open Public Records Act/Common Law Records Request
Supplemental Response – Items 3 and 5**

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 7, 2022, on March 8, 2022. By email dated March 9, 2022, received on March 10, 2022, you supplemented your request. Accordingly, the initial seven (7) business day deadline to respond to your initial request under OPRA was March 17, 2022. By email on March 17, 2022, we responded to Items 1, 4 and 6 of your request, and requested a seven (7) business day extension, until March 28, 2022, to further process Items 2, 3 and 5 of your request. By correspondence dated March 22, 2022, we responded to Item 2 of your request. This correspondence shall serve as our supplemental response to Items 3 and 5 of your request.

A preliminary search of our available records has identified approximately 931 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 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	15.5
estimated special service charge	\$297.60

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 \$297.60 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 \$297.60 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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