

DENNIS TOWNSHIP SCHOOL DISTRICT

TERI J. WEEKS

Business Administrator/Board Secretary

601 Hagan Road, Cape May Court House, NJ 08210

(609) 861-2821 Ext. 112

tweeks@dtschools.org



September 5, 2024

Concerned Parent

opra+request-66081-db0f82b8@requests.opramachine.com

Dear Concerned Parent,

The Dennis Township School District received your Open Public Records Act (OPRA) request dated August 30, 2024. The official Records Custodian, Teri J. Weeks, School Business Administrator received your OPRA request on September 4, 2024. As such, the seven (7) business day deadline to respond to your request is September 13, 2024. This response to your request is being provided to you on the 2nd business day after the custodian's receipt of said request.

Your OPRA request sought access to the following:

"Please provide an itemized cost of the following activities for the 2022 and 2023 school years. Cross country, basketball, volleyball, softball, baseball, craft club, boys 2 men, hawkettes, Lego club, national honor society, academic club, and yearbook. I would like the cost breakdown of each individual club."

This request seeks information or asks questions and does not identify specific government records. As such, your request is an invalid OPRA request and is denied. When a request is "complex" because it fails to specifically identify the documents sought, then that request is not "encompassed" by OPRA. See New Jersey Builders Association v. New Jersey Council on Affordable Housing, 390 N.J.Super. 166, 180 (App. Div. 2007). A proper request under OPRA must identify with reasonable clarity those documents that are desired, and a party cannot satisfy this requirement by simply requesting all of an agency's documents. See Bent v. Stafford Police Department, 381 N.J.Super. 30, 37 (App. Div. 2005). Custodians are not required to conduct research or create new records in response to an OPRA request.

Specifically, your request asks for documents that do not exist in the format you request. The District's financial software does not provide an itemized breakdown by club and sports, but rather by the appropriate accounting codes. Clubs and sports stipends are listed in agendas and approved by Board action annually. This information can be found in the minutes and agendas.

Additionally, while you are not required to complete the official form found on our district's website, you must still include certifications as to whether you, the requestor, was ever convicted of an indictable offense, whether the request is for commercial purpose, or whether there is a pending discover request seeking the same records.

Please resubmit your request with the specific records requested and the appropriate certifications.

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 [insert name of agency] 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.

Respectfully,

Teri J Weeks

Teri Weeks, School Business Administrator