

NOTICE OF SPECIAL SERVICE CHARGE

The township of Jackson is in receipt of your OPRA request dated _____, for

Please be advised that, due to the number of officers on scene for this incident and the number of hours of footage to be reviewed and redacted, production of the records in this request will require an estimated _____ hours to complete.

OPRA allows public agencies to impose special service charges whenever the nature, format, manner of collation, or volume of government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section 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-5c. Special services charges are based upon the actual direct cost of providing the copy or copies.

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

The only available employee with the training to review and redact the requested footage is _____. Her hourly rate of pay minus fringe benefits is \$ _____. The number of hours estimated to complete this request is _____ hours. The total estimated special service charge is \$ _____.

Kindly respond in writing with your acceptance or rejection of this estimated charge. We will not begin to process this request until we receive your written acceptance.