

OPRA SPECIAL SERVICE 14-POINT ANALYSIS

Request Received from OPRA Machine

The Borough of Ringwood received your OPRA request, which sought the following documents:

“ Any/All communication/correspondence including but not limited to email, phone calls, in-person conversations, US Postal Service, texts between Ringwood Borough Council members, Ringwood Borough employees, Ringwood Public Library employees/volunteers regarding the timing, planning, and execution of the Veteran’s Tribute at the Ringwood Public Library held on Nov 3, 2022.”

The search has resulted in 686 pages of emails and text messages that may be responsive to this request. This volume of responsive emails and text messages necessitates a 14-point analysis. Determining whether these emails and text messages contain information that cannot be released, or documents which must be redacted in part and then supplied requires the Borough Clerk to work 6.5 hours for a total charge of \$144.63 (one hundred forty-four dollars and sixty-three cents.).

This figure of \$144.63 comes because the Borough estimates that it will take the reviewing Borough Clerk 6.5 hours to read, review, and redact at a rate of 100 pages of emails and texts per hour. As the emails, texts, and their accompanying attachments, if any, have not yet been accessed, this figure is an approximation and the actual time required may differ.

The billable rate of the lowest paid qualified employee (the Clerk) in the Borough of Ringwood is \$22.25 per hour.

Below please find the 14-Point-Analysis.

Please note: the Clerk will not begin work until you agree to pay the fee.

Whenever a records custodian asserts that fulfilling an OPRA records request requires an “extraordinary” expenditure of time and effort, a special service charge may be warranted pursuant to N.J.S.A. 47:1A-5(c). OPRA provides:

The custodian must provide answers to the following questions:

1. What records are requested?

Please see above

2. Give a general nature description and number of government records requested.

The Borough has independently located 686 pages of e-mails and text messages.

3. What is the period of time over which the records extend?

The records extend over a period of several months.

4. Are some or all of the records sought archived or in storage?

No, none of the records sought are archived or in storage. The Borough Clerk is in possession of the responsive emails and text messages.

5. What is the size of the agency (total number of employees)?

There are two employees in the Borough Clerk’s Office (A typist and the Borough Clerk).

6. What is the number of employees available to accommodate the records request?

One Borough Clerk in the Clerk’s Office.

7. To what extent do the requested records have to be redacted?

Unknown at this time because there are too many records to review to determine with specificity the necessity of redaction.

8. What is the level of personnel, hourly rate and number of hours, if any, required for a government employee to locate, retrieve and assemble the records for copying?

a. Level of Personnel

- i. The work of the Borough Clerk is necessary to determine to what extent the records need to be redacted.

b. Hourly Rate

- i. The hourly rate of the Borough Clerk is \$22.25 per hour.

c. Number of Hours

- i. Reviewing and redacting the information contained in this file as well as determining applicable exemptions and redacting as necessary will take approximately 6.5 hours at a rate of 100 pages per hour.
- ii. The total for review of these files is $6.5 * \$22.25 = \144.63

9. What is the level of personnel, hourly rate and number of hours, if any, required for a government employee to monitor the inspection or examination of the records requested?

See answer to question 8 above.

10. What is the level of personnel, hourly rate and number of hours, if any, required for a government employee to return records to their original storage place?

N/A

11. What is the reason that the agency employed, or intends to employ, the particular level of personnel to accommodate the records request?

The Borough Clerk was chosen to accommodate the records request as she is the lowest paid qualified employee in the Borough Clerk's Office who has the knowledge and training to review and analyze these records to ensure that nothing the Borough reveals is covered by any of the 24 OPRA exemptions or accompanying Executive Orders.

12. Who (name and job title) in the agency will perform the work associated with the records request and that person's hourly rate?

The Borough Clerk is Nicole Langenmayr, RMC and her hourly rate is \$22.25/hour.

13. What is the availability of information technology and copying capabilities?

The Borough employees an outside information technology company that charges \$70 /hour for extra work. However, the Borough doesn't wish use this company for this OPRA request in an effort to keep costs down for the tax paying residents. In addition, the Borough intends to handle all copying within the Borough rather than sending it to an outside vendor to keep the costs down for the for the tax paying residents. The Borough only intends to charge a fee of \$.05 per page for copying the records, which is permitted under the Open Public Records Act.

- 14. Give a detailed estimate categorizing the hours needed to identify, copy or prepare for inspection, produce and return the requested documents.**

See answer to question 8 above.