



OPEN PUBLIC RECORDS ACT REQUEST FORM

Date Received: 4/4/2024

Tracking Number: _____

2024-0501**Important Notice**

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information

Payment Information

Name: billMaximum Authorized Cost 0

Address: _____

City: _____ State: NJ Zip: _____Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) - actual
cost of material

Telephone: _____ Fax: _____

Email: XXXXXXXXXXXXXXXXXXXXXXXXXXXX@XXXXXXXX.XXXXXXXXXX.XXXPreferred Delivery: E-Mail

☐ If you are requesting records containing personal information: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature: _____ Date: _____

Record Request Information:

Location: _____

☐ Includes Common Law Request

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:

Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.), I am requesting access to and copies of the following records:

1. A detailed list of all salaries for Information Technology (IT) staff currently employed by the Township, including but not limited to all IT personnel such as system administrators, network engineers, IT managers, and any other IT support staff. The list should include each position's title, salary, and any other compensation details.
2. Comprehensive information regarding the costs associated with the phone provider service (VoIP) used by the Township. This should include the total monthly or annual cost, any setup or maintenance fees, and detailed breakdowns of charges per department or individual, if applicable.
3. Detailed records of all software licensing costs incurred by the Township, including but not limited to operating systems, application software, cybersecurity software, and antivirus programs. The information should include the name of the software, the licensing period, cost per license, and the total cost to the Township for each software type.
4. Copies of any current IT support contracts that the Township has entered into and RFP responses related to IT support contracts. This should include the scope of support services, duration of the contract, financial terms, service level agreements (SLAs), and any other pertinent details of these contracts.
5. The total number of computer workstations within the Township. This should include each workstation's location (by department or building, as applicable).

Please include any related records from the last two fiscal years.

Yours faithfully,

Bill

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX@XXXXXXXXX.XXXXXXXXXXX.XXX

AGENCY USE ONLY:

Est. Document Cost: _____
Est. Delivery Cost: _____
Est. Extras Cost: _____
Total Est. Cost: _____
Deposit Amount: _____
Estimated Balance: _____
Deposit Date: _____

AGENCY USE ONLY:

Disposition Notes:

Custodian: If any part of request cannot be delivered in seven business days, detail reason here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY:

Tracking Information:

Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Bal. Due	_____
Total Pages	_____	Bal. Paid	_____

Final Cost:

Records Provided: _____

Custodian Signature:

Date:

1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the Name of Agency, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the Name of Agency.
5. You may be charged a 50% or other deposit when a request for copies exceeds \$25. The Name of Agency custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family. This includes anonymous requests for said information.
7. By law, the Name of Agency must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If the Name of Agency is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
11. 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 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 PO Box 819, Trenton, NJ, 08625, by e-mail at xxx@xxx.xxxxx.xx.xx, or at their web site at www.state.nj.us/grc. The Council 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.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.