



June 3, 2026

To: Harry Langer Esq opra+request-92009-2415eac3@requests.opramachine.com
Re: OPRA Request for SCCC Google/Gmail to Microsoft 365 Outlook Transition Records

To Whom It May Concern:

This letter is in response to your Open Public Records Act (OPRA) request received on June 1, 2026, seeking records related to “OPRA Request for SCCC Google/Gmail to Microsoft 365 Outlook Transition Records.” Please see replies below.

You requested:

1. The final version of the November 12, 2025 SCCC notice titled “New Email Addresses for SCCC Students,” including any attachments, linked instructions, portal notices, or user guides referenced in that notice.

Custodian’s Reply: Request Granted.

2. The records linked or referenced in the November 12, 2025 notice, including records titled or concerning:

- (a) setting up the new email;
- (b) accessing the portal with the new email;
- (c) logging into a workstation for the first time; and
- (d) password reset instructions.

Custodian’s Reply: Request Granted.

3. All migration plans, implementation schedules, rollout timelines, project plans, memoranda, or similar planning records created or maintained by SCCC from January 1, 2025 through the present concerning the transition from Google/Gmail or Google Workspace to Microsoft 365, Outlook, Exchange, or related Microsoft email services.

Custodian’s Reply: This request is invalid as overly broad as it fails to identify specific government records with any clarity. OPRA requires that a request identify specific records in a manner that allows the custodian to locate and produce them without conducting open-ended searches and research. Requests phrased as “any and all records”, “all documents related to”, or similar broad terms are routinely deemed invalid. Please narrow this request by identifying a specific report, record title, document name.

1 College Hill Road
Newton, NJ 07860
(973) 300-2100

4. All IT notices, helpdesk instructions, portal announcements, email notices, FAQs, user guides, training materials, workstation-login instructions, password-reset instructions, or similar user-facing instructions created or maintained by SCCC from January 1, 2025 through the present concerning the transition from Google/Gmail to Microsoft 365 Outlook.

Custodian's Reply: This request is invalid as overly broad as it fails to identify specific government records with any clarity. OPRA requires that a request identify specific records in a manner that allows the custodian to locate and produce them without conducting open-ended searches and research. Requests phrased as "any and all records", "all documents related to", or similar broad terms are routinely deemed invalid. Please narrow this request by identifying a specific report, record title, document name.

Additionally, to the extent any responsive records contain information concerning internal information-technology systems, system configurations, migration architecture, account mappings, or related technical/security details, such information may also be exempt from disclosure pursuant to applicable OPRA exemptions.

5. All vendor communications, contracts, purchase orders, invoices, scopes of work, support tickets, implementation records, or project communications from January 1, 2025 through the present between SCCC and Google, Microsoft, any reseller, consultant, managed-service provider, migration vendor, or other third party concerning the Google/Gmail to Microsoft 365 Outlook transition.

This request is invalid as overly broad as it fails to identify specific government records with any clarity. OPRA requires that a request identify specific records in a manner that allows the custodian to locate and produce them without conducting open-ended searches and research. Requests phrased as "any and all records", "all documents related to", or similar broad terms are routinely deemed invalid. Additionally, requests for emails must provide the (a) content and/or subject matter; (b) specific date or date range; and (c) sender and/or recipient. Elcavage v. West Milford Twp. (Passaic), GRC Complaint No. 2009-07 (April 2010). Please narrow this request by identifying a specific report, record title, document name.

6. All migration logs, account-mapping records, mailbox-mapping records, user-mapping records, migration-completion reports, migration-error reports, exception reports, failed-migration reports, excluded-account lists, disabled-account lists, suspended-account lists, archived-account lists, or deleted-account lists concerning the Google/Gmail to Microsoft 365 Outlook transition.

This request is invalid as overly broad as it fails to identify specific government records with any clarity. OPRA requires that a request identify specific records in a manner that allows the custodian to locate and produce them without conducting open-ended searches and research. Requests phrased as "any and all records", "all documents related to", or similar broad terms are routinely deemed invalid. Please narrow this request by identifying a specific report, record title, document name.

Further, any records containing internal system configurations, account mapping information, or other technical infrastructure/security information may be exempt from disclosure under OPRA.

The College will review any revised request that identifies a specific record or narrower category of records.

7. All records sufficient to show whether SCCC email accounts for current users, former users, disabled users, suspended users, separated employees, terminated employees, resigned employees, retired employees, trustees, Board members, adjunct faculty, temporary faculty, volunteers, employees on leave, contractors, or students were preserved, migrated, archived, exported, disabled, deleted, purged, placed on hold, or excluded from the Google/Gmail to Microsoft 365 Outlook transition.

This request is invalid as overly broad as it fails to identify specific government records with any clarity. OPRA requires that a request identify specific records in a manner that allows the custodian to locate and produce them without conducting open-ended searches and research. Requests phrased as “any and all records”, “all documents related to”, or similar broad terms are routinely deemed invalid. Please narrow this request by identifying a specific report, record title, document name.

8. All records concerning retention, deletion, deprovisioning, suspension, reactivation, forwarding, delegated access, alias preservation, shared-mailbox conversion, mailbox export, mailbox archival, backup, or destruction of SCCC email accounts in connection with the Google/Gmail to Microsoft 365 Outlook transition.

This request is invalid as overly broad as it fails to identify specific government records with any clarity. OPRA requires that a request identify specific records in a manner that allows the custodian to locate and produce them without conducting open-ended searches and research. Requests phrased as “any and all records”, “all documents related to”, or similar broad terms are routinely deemed invalid. Please narrow this request by identifying a specific report, record title, document name.

Additionally, to the extent any responsive records would reveal internal information-technology operations, system administration, account-management procedures, backup architecture, or security-related configurations, such records may also be exempt from disclosure under OPRA.

9. All records concerning Google Vault, Microsoft Purview, eDiscovery holds, litigation holds, preservation holds, retention labels, retention policies, backup policies, archival policies, or destruction policies applied to SCCC email accounts during or after the Google/Gmail to Microsoft 365 Outlook transition.

This request is invalid as overly broad as it fails to identify specific government records with any clarity. OPRA requires that a request identify specific records in a manner that allows the custodian to locate and produce them without conducting open-ended searches and research. Requests phrased as “any and all records”, “all documents related to”, or similar broad terms are routinely deemed invalid. Please narrow this request by identifying a specific report, record title, document name.

Additionally, to the extent responsive records, if any, would reveal internal records-retention configurations, information-security practices, system architecture, preservation protocols, backup procedures, eDiscovery processes, or litigation-hold procedures, such records may be exempt from disclosure under OPRA and other applicable law. To the extent any such records reflect communications with legal counsel or were created for legal review, litigation, or legal-

hold purposes, they may also be exempt from disclosure under the attorney-client privilege and/or attorney work-product doctrine.

10. All records sufficient to identify the SCCC employee, officer, department, IT administrator, vendor, consultant, managed-service provider, or third party responsible for planning, approving, implementing, auditing, supervising, documenting, or supporting the Google/Gmail to Microsoft 365 Outlook transition.

This request is invalid as overly broad as it fails to identify specific government records with any clarity. OPRA requires that a request identify specific records in a manner that allows the custodian to locate and produce them without conducting open-ended searches and research. Requests phrased as “any and all records”, “all documents related to”, or similar broad terms are routinely deemed invalid. Please narrow this request by identifying a specific report, record title, document name.

11. All records sufficient to show whether employee, trustee, Board-member, adjunct-faculty, temporary-faculty, volunteer, leave-status, separated, disabled, suspended, former-user, or student accounts were treated differently during the Google/Gmail to Microsoft 365 Outlook transition.

This request is invalid as overly broad as it fails to identify specific government records with any clarity. OPRA requires that a request identify specific records in a manner that allows the custodian to locate and produce them without conducting open-ended searches and research. Requests phrased as “any and all records”, “all documents related to”, or similar broad terms are routinely deemed invalid. Please narrow this request by identifying a specific report, record title, document name.

12. All instructions, notices, emails, portal announcements, FAQs, helpdesk materials, or user guides concerning forwarding, copying, preserving, downloading, exporting, migrating, or saving emails from Gmail to Outlook, including any records stating that Gmail access would remain available only “for a short time.”

This request is invalid as overly broad as it fails to identify specific government records with any clarity. OPRA requires that a request identify specific records in a manner that allows the custodian to locate and produce them without conducting open-ended searches and research. Requests phrased as “any and all records”, “all documents related to”, or similar broad terms are routinely deemed invalid. Additionally, requests for emails must provide the (a) content and/or subject matter; (b) specific date or date range; and (c) sender and/or recipient. Elcavage v. West Milford Twp. (Passaic), GRC Complaint No. 2009-07 (April 2010). Please narrow this request by identifying a specific report, record title, document name.

Sincerely,
Wendy Fullem
Custodian of Records
Sussex County Community College

1 College Hill Road
Newton, NJ 07860
(973) 300-2100

NEW EMAIL

STUDENT EMAIL

Greetings!

To make your registration on November 17th as smooth as possible, we want to make sure you have your **NEW SCCC STUDENT EMAIL** set up and ready to go! The College has moved from Google to Microsoft 360 Outlook.

1. An email was sent to your personal email with password instructions from **itservice@sussex.edu**.
2. We have prepared [STEP-BY-STEP Instructions](#) for setting up your new email. You can also [print a copy](#).
3. Make sure to review any new emails in your new Outlook.

If you have any issues, please don't hesitate to reach out to our IT Department at itservice@sussex.edu or call 973.300.2333.

Best Regards,

Jamie Borger
Executive Director of
Student Success
Sussex County
Community College





Try email marketing for free today!

From: xxxxxxxx@xxxxxx.xxx <xxxxxxxx@xxxxxx.xxx>
Sent: Tuesday, November 4, 2025 5:28 PM
To: Students name<students account xxxx@xxxxxx.xxxxxx.xxx>
Subject: Sussex County Community College Student Information Portal

Sussex County Community College Student Information Portal

Now that you are registered for classes, welcome to the advanced Student Information Portal
my.Sussex.edu

Login instructions for <student's name>

Please follow these steps to get started.

1. Go to my.Sussex.edu
2. Login in the top right of screen using these credentials: - note that your username is now NOT your student id#

Username: <student account name>

Password: Your new temporary Password consists of -

- Month of birthdate padded to two places
- Day of birthdate padded to 2 place
(if no birthdate on file then 1332)
- First 2 chars on first name in lower case
- First 2 char of last name in upper case – no spaces or apostrophes etc.
- Pound Sign

example:

So if your name is John O'Hara with birthdate 02/01/2000

You would get initial password 0201joOH#

Your Sussex student email address is: <students account name>@student.sussex.edu

Please change your password right away!

To Change your Password on a Campus Classroom computer:

The easiest way to change your password is to login to a campus computer, then press Crtl+Alt+Del and click the Change Password button on the screen that appears.

To Change your Password Online:

Go to my.Sussex.edu. On the HOME page, pick Resources - User How-to Documents.

Please choose a new password that is easy to remember, but still secure. It should be at least 8 characters long and include upper and lowercase letters and numbers and symbols.

This username and password will be used for my.Sussex.edu Portal, student Outlook email, and after Jan 1, 2026 for logging into Canvas, and logging into campus classroom computers.

Please sign-up for College emergency notifications which will inform you of campus snow closings and other interruptions.

go to sussex.app.reggroup.com

sign-up using your email: xxxxxxxx@xxxxxxxx.xxxx

you will get reply email where you must click link to confirm your signup

then go to sussex.reggroup.com again, login and add your phone, etc.

my.Sussex.edu site contains your personal information, which can only be seen when accessed with your login/password. DO NOT give out your password. It is your responsibility to protect your password.

Always remember to log out and close the browser when you are done using the system, especially if you are using a public computer.

my.Sussex.edu Portal provides access to view your class schedule, grades, transcript information, fees and payments, pay your bill, and check important announcements and calendar information online.

Best regards,

IT Service

xxxxxxxx@xxxxxxxx.xxxx

973-300-2333