



101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

December 1, 2017

Via Email at opra+request-405-01887be4@requests.opramachine.com

ASK NJ Media Co.

Re: OPRA #112717-1

To Whom It May Concern:

Stockton University received your Open Public Records Act (OPRA) request on November 20, 2017. The undersigned official Records Custodian received your OPRA request on November 27, 2017. As such, the seven (7)-business day deadline to respond to your request is December 6, 2017.

Your OPRA request sought access to the following:

I'm requesting copies of all OPRA requests from August 1, 2017 to November 20, 2017.

With regard to your records request, the records referenced on the attached Index are being timely provided with redactions.

If your request for access to a government record has been denied, you have a right to challenge the decision 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 Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk.

Sincerely,

A handwritten signature in black ink that reads 'Thomas P. Chester'.

Thomas P. Chester | OPRA Custodian
Tel. 609.652.4589
Thomas.Chester@stockton.edu

ASK NJ MEDIA CO. OPRA Request
INDEX

<u>Records responsive to OPRA Request</u>	<u>Records Requested</u>	<u>Bates Stamp Page #</u>	<u>Where applicable, legal explanation and statutory citation for the denial of access to records with redactions</u>
OPRA - Suleiman #080817-1	<i>Requesting copies of all OPRA requests from August 1, 2017 to November 20, 2017.</i>	001	"D"
OPRA - Minotti #081417-1		002	N/A
OPRA - Rajala #081417-2		003	N/A
OPRA - Canfield #091217-1		004	N/A
OPRA - Oliver #091517-1		005	N/A
OPRA - Galloway Township News #091817-1		006	N/A
OPRA - Doyle #092817-1		007	N/A
OPRA - Goldberg #102017-1		008	"D"
OPRA - Paoli #102417-1		009	"D"
OPRA - Mechini #102617-1		010	N/A
OPRA - Jankowska #110117-1		011	N/A

LEGEND: Legal explanation and statutory citation for the denial of access to records

A. Advisory, Consultative, Deliberative (general)

Content redacted includes “inter-agency or intra-agency advisory, consultative, or deliberative material” and therefore exempt from disclosure pursuant to N.J.S.A. 47:1A-1.1. See also Educ. Law Ctr. ex rel. Abbott v. N.J. Dep't of Educ., 198 N.J. 274 (2009) (quoting In re Liquidation of Integrity Ins. Co., 165 N.J. 75 (2000)), finding that the deliberative process privilege permits the government to withhold documents that reflect advisory opinions, recommendations, and deliberations comprising part of a process by which governmental decisions and policies are formulated; and that the privilege exists to ensure free and uninhibited communication within governmental agencies so that the best possible decisions can be reached.

B. Advisory, Consultative, Deliberative (draft)

Content redacted is “inter-agency or intra-agency advisory, consultative, or deliberative material” and therefore exempt from disclosure pursuant to N.J.S.A. 47:1A-1.1. See also Parave-Fogg v. Lower Alloways Creek Township, GRC Complaint No. 2006-51 (August 2006) finding that draft meeting minutes that had not been approved by the governing body constitute inter-agency, intra-agency advisory consultative, or deliberative material and are exempt from disclosure.

C. Student E-mails

Student email(s) have been redacted pursuant to the Family Educational Rights and Privacy Act of 1974 (“FERPA”), 20 U.S.C. §1232g (implemented by regulations at 34 CFR Part 99) which regulates the disclosure of student information. Your request under OPRA must also be read in conjunction with FERPA. Though electronic mail addresses may be discloseable if designated by an institution as “directory information” under FERPA, the University, as permitted, elected not to include students’ electronic mail addresses as directory information. Accordingly, because under FERPA this information is protected, student electronic mail addresses are excepted from disclosure under OPRA.

D. Personal Identifying Information

Content redacted (e.g., home address, private/unlisted telephone number, social security number, etc.) contains “personal identifying information” and is therefore exempt from disclosure pursuant to N.J.S.A. 47:1A-1.1, Burnette v. County of Bergen, 198 NJ 408 (2009) (finding that OPRA imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable privacy interests).

E. Job Applicant, Prior Employment, and/or Personnel Information

The redacted content references a candidate who never accepted employment with the College or details prior employment information. Except for an individual’s name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received, personnel records shall not be considered a government record and shall not be made available for public access. N.J.S.A. 47:1A-10. See also Toscano v. New Jersey Department of Human Services, Division of Mental Health Services, GRC Complaint

Frazier, Cynthia H.

From: Michael Suleiman <[REDACTED]>
Sent: Monday, August 07, 2017 9:53 PM
To: Frazier, Cynthia H.
Subject: Open Public Records Act (OPRA) Request

Dear Custodian of Records,

Pursuant to the New Jersey Open Public Records Act and the New Jersey Common Law Right of Access, I make the request for copies of the following documents.

This email is a supplement for the O.P.R.A. form provided on the municipal website, specifically enumerating the government documents for which I have requested. Respectfully, please do not send by mail, but rather please email information that is in electronic format to [REDACTED]. According to N.J.S.A. 47: 1A-5b, which was amended in April of 2008, access to records that are available in electronic and non-printed formats should be provided free of charge.

Requested records:

Please provide a list of all employees and appointees at Stockton College and include the following information:

Employee or appointee name
Start Date
% Longevity
Employee Status (Union, Non-Union, Unclassified, etc.)
Department
Job Title
Salary Step
Base Salary (including stipends)
Overtime Pay
Actual Salary
Hourly rate (if applicable)

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.

Sincerely,
Michael H. Suleiman

Frazier, Cynthia H.

From: Anthony Minotti <anthonyminotti@ammrecovery.com>
Sent: Monday, August 14, 2017 12:25 PM
To: Chester, Thomas; Frazier, Cynthia H.
Subject: OPRA Request 08/14/2017
Attachments: Stockton University NJ OPRA 08-14-2017.pdf; Stockson Univ OPRA Form 08-14-2017.pdf

Thomas Chester
OPRA Custodian
Attn: Cynthia Frazier
Assistant OPRA Custodian
Stockton University
101 Vera King Farris Drive,
Galloway, NJ 08205

Pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. [hereinafter "OPRA"]. & Federal Freedom of Information Act, Under the terms of the D.C. Code, Section 2-532(c) and (d) the following is a request for a list of any and all of the Stockton University of New Jersey Outstanding / State-dated checks, which may also be known as Limited Payability Cancellation Reports of refunds and credits (Undeliverable checks); specifically, the undeliverable checks for individuals, businesses and vendors. If possible, please indicate or eliminate any checks or accounts that have been or are presently being reissued. We would like for the list to include outstanding items that are currently available for reissue upon written request.

Parameters

Outstanding checks greater than 6 months old - not more than 5 years old)

Please include all units - SASI, Stockton Foundation, and/or ARTP. Please specify unit source on spread sheets.

If possible, please eliminate all items under \$3,000.00

We restrict our request to the check number, check date, amount of the check, agency code or reference number, and payee name and address.

However, if it is simpler and more cost effective to send the entire report, we can work around the extra fields. Please select the method of delivery. They are listed in the order of our preference.

- 1) An e-mail file attachment sent to anthonyminotti@ammrecovery.com Digital format in any PC compatible file format is OK, Excel version preferred.
- 2) Fax up to 30 pages toll free to (888) 866-4581.
- 3) By Mail to:
Anthony M. Minotti
Broadway Station
1701 Broadway # 167
Vancouver WA 98663

Pursuant to the open records act, I agree to pay reasonable duplication and/or compilation fees for the processing of this request. If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the act. If you should have any questions or if there is a cost associated with this request please do not hesitate to contact me at (360) 597-5800, or email to anthonyminotti@ammrecovery.com

Anthony M. Minotti

Asset Recovery Consultant
anthonyminotti@ammrecovery.com

OPEN PUBLIC RECORDS ACT REQUEST FORM

101 Vera King Farris Drive Galloway, NJ 08205-9441

Phone: 609-652-5821

Cynthia.Frazier@stockton.edu

Thomas P. Chester: Custodian of Records

Important Notice

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

Requestor Information – Please Print

First Name Colin MI M Last Name RajalaE-mail Address colin@fin-news.comMailing Address 15 W 26th St. 4th FloorCity New York State NY Zip 10010Telephone 646-738-7336 FAX 646-349-1744Preferred Delivery: Pick Up US Mail ☒ On-Site Inspect Fax E-mail ☒If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that ☐ I HAVE / ☒ HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.Signature Colin Rajala Date August 14, 2017

Payment Information

Maximum Authorization Cost \$

Select Payment Method

Cash Check Money Order

Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) – actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

I would like to request the full quarterly investment reports provided to the university by investment advisors Ashford Consulting Group and Wells Fargo Advisors for the periods ending March 31, 2017 and June 30, 2017. Any performance and fee-related figures can be redacted from the reports.

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 reasons here.

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

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Tracking Information

Tracking # Total
 Rec'd Date Deposit
 Ready Date Balance Due
 Total Pages Balance Paid

Records Provided

Custodian Signature Date

STOCKTON UNIVERSITY

OPEN PUBLIC RECORDS ACT REQUEST FORM

101 Vera King Farris Drive Galloway, NJ 08205-9441

Phone: 609-652-5821

Cynthia.Frazier@stockton.edu

Thomas P. Chester: Custodian of Records

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Requestor Information – Please Print

First Name LYNN MI R Last Name Cantfield
 E-mail Address lcantfield4@me.com
 Mailing Address 3281 Route 206
 City Bordentown State NJ Zip 08505
 Telephone (609) 234-0413 FAX (609) 324-1505
 Preferred Delivery: ☒ Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☒
 If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that ☐ I HAVE ☒ I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
 Signature [Signature] Date September 12, 2017

Payment Information

Maximum Authorization Cost \$ _____
 Select Payment Method
 Cash ☐ Check ☐ Money Order ☐
 Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) – actual cost of material
 Delivery: Delivery / postage fees additional depending upon delivery type.
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Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Requesting all certified payroll from Spartan Construction for work performed at The Arts+ Science building from 5/01/17 Through 8/01/17

AGENCY USE ONLY

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

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 In Progress - Open _____
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Custodian Signature		Date	

STOCKTON UNIVERSITY

OPEN PUBLIC RECORDS ACT REQUEST FORM

101 Vera King Farris Drive Galloway, NJ 08205-9441

Phone: 609-652-5821

Cynthia.Frazler@stockton.edu

Thomas P. Chester: Custodian of Records

Important Notice

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

Requestor Information ~ Please Print

First Name Sharon MI Last Name OliverE-mail Address soliver@bizjournals.comMailing Address 400 Market StreetCity Philadelphia State PA Zip 19106Telephone 215-238-5146FAX Preferred Delivery: Pick Up US Mail On-Site Inspect Fax E-mail ☒

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

Signature [Signature]Date 9/15/2017

Payment Information

Maximum Authorization Cost \$

Select Payment Method

Cash Check Money Order

Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) - actual cost of material
 Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information. Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Please provide an electronic copy of the University's most recent 990 filings. More specifically, I am looking for data including the compensation of the for the top 5 paid University employees for the year 2016. If the 990 is not available the data for the employees will suffice in the following excel format to include the following column headings.

Last name, first name, College/University System, City, State, Title, Total compensation, Details regarding the compensation such as reporting year and any other pertinent information.

Information can be emailed to soliver@bizjournals.com

Thank you,
 Sharon Oliver

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 Deposit Date

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 Partial - Closed

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Tracking Information		Final Cost	
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Ready Date	<u> </u>	Balance Due	<u> </u>
Total Pages	<u> </u>	Balance Paid	<u> </u>
Records Provided			
Custodian Signature <u> </u>		Date <u> </u>	

Frazier, Cynthia H.

From: Galloway Township News <gallowaytwpnews@gmail.com>
Sent: Monday, September 18, 2017 3:06 PM
To: Frazier, Cynthia H.
Subject: OPRA Request / Sept. 18th / Stockton

Custodian of Records:

Please accept this as my request for Government Records. Please note the Open Public Records Act (OPRA) is not only the basis of my request. I claim entitlement to the records sought under OPRA and the Common Law Right of Access.

Requestor Name: GallowayTwpNews.com

Address: Do Not Use regular mail either for replying to this request or sending me the requested records. Please use email instead.

Email: gallowaytwpnews@gmail.com

Under penalty of NJSA 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.

REQUESTED RECORDS ESTIMATED DUE BY September 27, 2017:

1. The following is requested regarding Walead Abdrabouh:

- Copy of resumes, applications, letter of interest, including salary record and time of employment with Stockton College, Stockton University.
- Personnel Action forms, including positions held with employment and/or if any union position is held with Stockton College, Stockton University.
- Awards and/or accommodations from Stockton University, Stockton University

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Publisher of Galloway Township News

Website: <http://www.gallowaytownshipnews.com>

Email: GallowayTwpNews@gmail.com

OPEN PUBLIC RECORDS ACT REQUEST FORM

101 Vera King Farris Drive Galloway, NJ 08205-9441

Phone: 609-652-5821

Cynthia.Frazier@stockton.edu

Thomas P. Chester: Custodian of Records

Important Notice

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Requestor Information - Please Print

First Name Debbie MI MI Last Name Doyle
 E-mail Address debbie@dcsonj.us
 Mailing Address 119 E KING'S HWY Suite 103
 City Maple Shade State NJ Zip 08052
 Telephone 856-778-5550 FAX 856-778-7381
 Preferred Delivery: ☐ Pick Up ☐ US Mail ☐ On-Site Inspect ☒ Fax ☐ E-mail ☒
 If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that ☐ I HAVE ☒ I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
 Signature Debbie Doyle Date 9-26-17

Payment Information

Maximum Authorization Cost \$ _____
 Select Payment Method
 Cash ☐ Check ☐ Money Order ☐
 Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) - actual cost of material
 Delivery: Delivery / postage fees additional depending upon delivery type.
 Extras: Special service charge dependent upon request

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Janitorial Supplies Previous Bid Results.

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

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Disposition Notes
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.
 In Progress - Open _____
 Denied - Closed _____
 Filed - Closed _____
 Partial - Closed _____

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Tracking Information
 Tracking # _____ Total _____
 Rec'd Date _____ Deposit _____
 Ready Date _____ Balance Due _____
 Total Pages _____ Balance Paid _____
 Records Provided _____
 Custodian Signature _____ Date _____

STOCKTON UNIVERSITY

OPEN PUBLIC RECORDS ACT REQUEST FORM

101 Vera Kling Farris Drive Galloway, NJ 08205-9441

Phone: 609-652-5821

Cynthia.Frazler@stockton.edu

Thomas P. Chester: Custodian of Records

Important Notice

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

Requestor Information -- Please Print

First Name Alexa MI _____ Last Name Goldberg

E-mail Address _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ FAX _____

Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail ☒If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that ☐ I HAVE / ☒ I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.Signature Alexa Goldberg Date 10/19/17

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash _____ Check _____ Money Order _____

Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) -- actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

salaries of following sports teams head coaches and time coaching at stockton:
 male and female basketball
 male and female cross country
 male and female lacrosse
 male and female soccer
 male and female track and field
 baseball and softball
 womens volleyball
 Average GPA of all stockton NCAA sports teams

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

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In Progress - Open _____
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Tracking Information		Final Cost	
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Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature		Date	

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Phone: 609-652-5821

Cynthia.Frazier@stockton.edu

Thomas P. Chester: Custodian of Records

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

Requestor Information – Please Print

First Name Renato MI M Last Name PaoliE-mail Address [REDACTED]Mailing Address [REDACTED]City [REDACTED] State [REDACTED] Zip [REDACTED]Telephone [REDACTED] FAX [REDACTED]Preferred Delivery: Pick Up ☒ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☐

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

Signature [Signature] Date 10/24/2017

Payment Information

Maximum Authorization Cost \$

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) – actual cost of material
 Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

The files being requested is the body camera footage of Officer John Moritz concerning case #17-11644.

AGENCY USE ONLY

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

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Ready Date _____	Balance Due _____
Total Pages _____	Balance Paid _____

Records Provided

Custodian Signature _____

Date _____

OPEN PUBLIC RECORDS ACT REQUEST FORM

101 Vera King Farris Drive Galloway, NJ 08205-9441

Phone: 609-652-5821

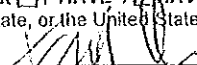
Cynthia.Frazier@stockton.edu

Thomas P. Chester: Custodian of Records

Important Notice

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Requestor Information - Please Print

First Name	Fred	MI		Last Name	Mechini
E-mail Address	fredm@gfms-solutions.com				
Mailing Address	42 Pin Oak Road				
City	Skilman	State	NJ	Zip	08558
Telephone	(609) 273-2746		FAX	(609) 466-1824	
Preferred Delivery:	Pick Up	US Mail	☒	On-Site Inspect	
				Fax	
				E-mail	
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that ☐ I HAVE / ☒ I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.					
Signature				Date	10/25/17

Payment Information

Maximum Authorization Cost	\$
Select Payment Method	
Cash	Check Money Order
Fees:	Letter size pages - \$0.05 per page
	Legal size pages - \$0.07 per page
	Other materials (CD, DVD, etc) -- actual cost of material
Delivery:	Delivery / postage fees additional depending upon delivery type.
Extras:	Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Bid #: B180001

Contract Title: Space Management Software

Entire FM: Systems Group LLC proposal

Stockton University's proposal scoring and evaluation (including criteria and fees)

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

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Filled	- Closed _____
Partial	- Closed _____

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Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature		Date	

STOCKTON UNIVERSITY

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Cynthia.Frazler@stockton.edu

Thomas P. Chester: Custodian of Records

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Requestor Information - Please Print

First Name Olga MI _____ Last Name Jankowski

E-mail Address olga@spitball.co

Mailing Address 79 Madison Ave Floor 9

City NY State NY Zip 10016

Telephone 929 231 2988 FAX _____

Preferred Delivery: ☐ Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☒ E-mail

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

Signature A. Jankowski Date 10/31/2017

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

If possible, I am requesting names, email addresses, year in school and major of every student this current Fall 2017, including freshmen.

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 reasons here.

In Progress - Open _____

Denied - Closed _____

Filed - Closed _____

Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature		Date	