

17/18 - 01

Due: 8/17/17

OCEAN COUNTY COLLEGE OPEN PUBLIC RECORDS ACT REQUEST FORM

PO Box 2001

732-255-0400 FAX: 732-255-0444

PO Box 2001, Toms River, New Jersey 08754-2001

Custodian of Government 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 Thomas MI J Last Name TyrrellE-mail Address ttyrrell@sas.upenn.eduMailing Address 329 West 18thCity Shipbottom State NJ Zip 08008Telephone 856-745-2113

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 Thomas Tyrrell Date 8/8/17

Payment Information

Maximum Authorization Cost \$ 5

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees:

- \$.05 per page-letter size and smaller
- \$.07 per page-legal size and larger
- Actual duplication rate may apply to produce paper copies if it exceeds the above rates.

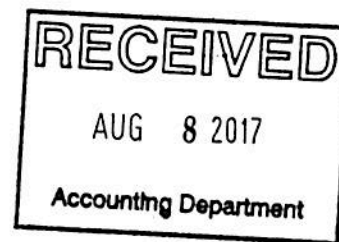
- Free of Charge – Electronic copies (i.e. records sent via e-mail and fax)
- Other Medium (i.e. computer disc, CD-ROM, DVD) – actual cost to provide records

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 see attached document for specific documents requested.



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 _____

AGENCY USE ONLY

Tracking Information

Tracking # _____

Rec'd Date _____

Ready Date _____

Total Pages _____

Final Cost

Total _____

Deposit _____

Balance Due _____

Balance Paid _____

Records Provided _____

Custodian Signature _____

Date _____

To the College of Ocean County;

Date of Attachment 8/8/17

This document is an attachment request to the O.P.R.A form provided on the website, specifically enumerating the government documents for which I have requested. Please do not send by mail, instead please e-mail information that is in electronic format to ttyrrell@sas.upenn.edu. 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.

In accordance with the New Jersey Open Public Records Act and New Jersey Common Law Right of Access, I am making requests for copies of the documents iterated below.

(1): Organizational Chart that includes all departments and personnel with their names and titles.

(2): I am interested in knowing all the public employees and appointees within this jurisdiction. Please provide a list of all employees and appointees 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
- Overtime Pay 2016 (Jan 1, 2016 - Dec 31, 2016)
- Overtime Pay 2017 (Jan 1, 2017 - Present)
- Actual Salary 2016 (Jan 1, 2016 - Dec 31, 2016)
- Actual Salary 2017 (Jan 1 2017 - Present)
- ✓ Hourly Rate (if applicable)

(3A): List of employees, appointees or professionals that are assigned official vehicles exclusively for 24/7 (full time) usage. As clarification, law enforcement or vehicles used in the process of law enforcement are excluded from this request.

(3B): In the event vehicles are assigned to public officials for full time use (24/7) please provide the written policy guidelines concerning the use of these vehicles.

(4A) Please provide the following health benefits information for all employees, appointed professionals, and public officials within your jurisdiction.

(1) - Coverage selection plan type or types to include health benefits, prescription benefits, dental care benefits, eye care benefits...

(2) - Coverage tier (example: enrollee only, enrollee and child, enrollee and spouse, family coverage...)

(3) - The cost of coverage (monthly or annual premium) for plans that are available to Ocean County College employees for all coverage plans and coverage tiers.

(4B) Please provide a list of employees that receive a monetary remuneration (waive-out) for opting out of Health Coverage and the amount of such payment, if any.

(5) Please provide Vendor Activity Report (detailed) for ALL VENDORS for the years 2017 (partial), 2016, 2015, 2014, and 2013. Please provide these reports in separate PDF files for each calendar year. Please sort the files according to vendor (If using the Edmunds Financial Software, the Print Sequence should be Vendor Name). Include the aggregate amount for each Vendor for the Calendar year. (If using the Edmunds Financial Software, the Report Type should be "Paid" and the "Paid Date Range" should be 1/1/xx to 12/31/xx for each calendar year referred to above. Please select the report format to be "detail". For "Status to include" please select "all".)

If you should have any questions feel free to contact me by phone at 856-745-2113 or by email.

Thank you,

Thomas Tyrrell

8/25/17

OCEAN COUNTY COLLEGE OPEN PUBLIC RECORDS ACT REQUEST FORM

PO Box 2001

732-255-0400 FAX: 732-255-0444

PO Box 2001, Toms River, New Jersey 08754-2001

Custodian of Government Records

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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 Gavin MI C Last Name RozziE-mail Address GR@GAVINROZZI.COMMailing Address PO Box 32City Lanoka Harbor State NJ Zip 08734Telephone (848)-667-0840 FAX (609)-312-7187Preferred 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 8-15-2017

Payment Information

Maximum Authorization Cost \$

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees:

- \$.05 per page-letter size and smaller
- \$.07 per page-legal size and larger
- Actual duplication rate may apply to produce paper copies if it exceeds the above rates.

- Free of Charge - Electronic copies (i.e. records sent via e-mail and fax)
- Other Medium (i.e. computer disc, CD-ROM, DVD) - actual cost to provide records

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.

1 - Salary, job title, date of hire, date of separation and reason for separation for former Ocean County College Facilities Director Fulvio Cescan-Cancian.

2 - Copies of all emails sent or received by Leslie G. Cohen regarding "facilities" from October 1st, 2011 to March 6th, 2012.

3 - Copy of the written report prepared by Leslie G. Cohen and Kate Pandolpho detailing the findings of their investigation into the Ocean County College Facilities Department that began in November, 2011.

Please deliver all responsive records via email to the above address. Please state the specific lawful basis for any and all redaction(s).

AGENCY USE ONLY

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

Deposit Date _____

AGENCY USE ONLY

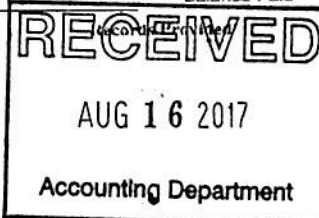
Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

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

AGENCY USE ONLY

Tracking Information

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



Custodian Signature

Date



OCEAN COUNTY COLLEGE
OPEN PUBLIC RECORDS ACT REQUEST FORM

PO Box 2001
732-255-0400 FAX: 732-255-0444
PO Box 2001, Toms River, New Jersey 08754-2001
Custodian of Government Records



Important Notice

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Requestor Information – Please Print

First Name Drew MI Last Name Mlotkiewicz
E-mail Address Drewmlot24@gmail.com
Mailing Address 307 3rd ave. Belmar NJ 07719
City Belmar State NJ Zip 07719
Telephone 732-567-6507 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 NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature Drew Mlotkiewicz Date 9-12-17

Payment Information

Maximum Authorization Cost \$
Select Payment Method
Cash ☐ Check ☐ Money Order ☐
Fees:
- \$.05 per page-letter size and smaller
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Please see attached document for the specifics of the documents requested.

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Tracking #	<u> </u>	Total	<u> </u>
Rec'd Date	<u> </u>	Deposit	<u> </u>
Ready Date	<u> </u>	Balance Due	<u> </u>
Total Pages	<u> </u>	Balance Paid	<u> </u>
Records Provided			

Custodian Signature

Date

17/18-03

Due : 9/21/17

To the Ocean County College Custodian of Records;

September 12, 2017

This document is an attachment request to the O.P.R.A form provided on the municipal website, specifically enumerating the government documents for which I have requested. Do not send by mail, please e-mail information that is in electronic format to Drewm1ot24@gmail.com. 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.

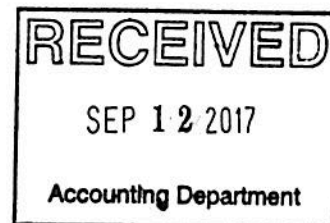
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If you should have any questions feel free to contact me by email at Drewm1ot24@gmail.com or by phone at 732-567-6507.

Thank you,

Drew Mlotkiewicz





OCEAN COUNTY COLLEGE OPEN PUBLIC RECORDS ACT REQUEST FORM

PO Box 2001

732-255-0400 FAX: 732-255-0444
PO Box 2001, Toms River, New Jersey 08754-2001
Custodian of Government 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 Caityln MI M Last Name Lyons
E-mail Address caitylnlyons@hotmail.com
Mailing Address 22 Village Drive
City Barnegat State NJ Zip 08005
Telephone 609 607 9911 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 Caityln Lyons Date 10/23/2017

Payment Information

Maximum Authorization Cost \$ free

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees:

- \$.05 per page-letter size and smaller
- \$.07 per page-legal size and larger
- Actual duplication rate may apply to produce paper copies if it exceeds the above rates.

- Free of Charge – Electronic copies

(i.e. records sent via e-mail and fax)

- Other Medium (i.e. computer disc, CD-ROM, DVD) – actual cost to provide records

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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.

In accordance with NJ Administrative Code, Title 4A:1-2.2 Public Records, Please provide me with a listing of EVERY Ocean County College employee from the Board of Trustees down to temporary and/or seasonal per diem employees. Please include simply their name, title, salary, compensation, and dates of government service. Please send this listing to my e-mail address in a Microsoft Excel Spreadsheet format type.

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
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Estimated Balance _____

Deposit Date _____

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Ready Date _____
Total Pages _____

Final Cost

Total _____
Deposit _____
Balance Due _____
Balance Paid _____

Records Provided

RECEIVED

NOV 1 2017

Custodian Signature _____ Accounting Department

Date _____



Date _____

DEPOSITS

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. **Response is due to requestor as soon as possible, but no later than seven business days.**)

N.J.S.A. 47:1A-1.1

- ☐ Inter-agency or intra-agency advisory, consultative or deliberative material
- ☐ Legislative records
- ☐ Law enforcement records:
 - ☐ Medical examiner photos
 - ☐ Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed)
 - ☐ Victims' records
- ☐ Trade secrets and proprietary commercial or financial information
- ☐ Any record within the attorney-client privilege
- ☐ Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer security
- ☐ Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
- ☐ Security measures and surveillance techniques which, if disclosed, would create a risk to the safety of persons, property, electronic data or software
- ☐ Information which, if disclosed, would give an advantage to competitors or bidders
- ☐ Information generated by or on behalf of public employers or public employees in connection with:
 - ☐ Any sexual harassment complaint filed with a public employer
 - ☐ Any grievance filed by or against an employee
 - ☐ Collective negotiations documents and statements of strategy or negotiating
- ☐ Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- ☐ Information that is to be kept confidential pursuant to court order
- ☐ Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
- ☐ Social security numbers
- ☐ Credit card numbers
- ☐ Unlisted telephone numbers
- ☐ Drivers' license numbers
- ☐ Certain records of higher education institutions:
 - ☐ Research records
 - ☐ Questions or scores for exam for employment or academics
 - ☐ Charitable contribution information
 - ☐ Rare book collections gifted for limited access
 - ☐ Admission applications
 - ☐ Student records, grievances or disciplinary proceedings revealing a students' identification
- ☐ Biotechnology trade secrets N.J.S.A. 47:1A-1.2
- ☐ Convicts requesting their victims' records N.J.S.A. 47:1A-2.2
- ☐ Ongoing investigations of non-law enforcement agencies (must prove disclosure is inimical to the public interest) N.J.S.A. 47:1A-3.a.
- ☐ Public defender records N.J.S.A. 47:1A-5.k.
- ☐ Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and privileges created by State Constitution, statute, court rule or judicial case law N.J.S.A. 47:1A-9
- ☐ Personnel and pension records (however, the following information must be disclosed:
 - An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received
 - When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the US, or when authorized by an individual in interest
 - Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information N.J.S.A. 47:1A-10

N.J.S.A. 47:1A-1

- ☐ "a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy."

Burnett v. County of Bergen, 198 N.J. 408 (2009). Without ambiguity, the court held that the privacy provision "is neither a preface nor a preamble." Rather, "the very language expressed in the privacy clause reveals its substantive nature; it does not offer reasons why OPRA was adopted, as preambles typically do; instead, it focuses on the law's implementation." "Specifically, it imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable privacy interests."

Executive Order No. 21 (McGreevey 2002)

- ☐ Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism.
- ☐ Records exempted from disclosure by State agencies' proposed rules.

Executive Order No. 26 (McGreevey 2002)

- ☐ Certain records maintained by the Office of the Governor
- ☐ Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing
- ☐ Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments
- ☐ Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation
- ☐ Information in a personal income or other tax return
- ☐ Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness, except as otherwise required by law to be disclosed
- ☐ Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing
- ☐ Records in the possession of another department (including NJ Office of Information Technology or State Archives) when those records are made confidential by regulation or EO 9.

Other Exemption(s) contained in a State statute, resolution of either or both House of the Legislature, regulation, Executive Order, Rules of Court, any federal law, federal regulation or federal order pursuant to N.J.S.A. 47:1A-9.a.

(Please provide detailed information regarding the exemption from disclosure for which you are relying to deny access to government records. If multiple records are requested, be specific as to which exemption(s) apply to each record.)

REQUEST FOR RECORDS UNDER THE COMMON LAW

If, in addition to requesting records under OPRA, you are also requesting the government records under the common law, please check the box below.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

☐ Yes, I am also requesting the documents under common law.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in preventing disclosure.

Please set forth your interest in the subject matter contained in the requested material:

Note that any challenge to a denial of a request for records under the common law cannot be made to the Government Records Council, as the Government Records Council only has jurisdiction to adjudicate challenges to denials of OPRA requests. A challenge to the denial of access under the common law can be made by filing an action in Superior Court.

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 Ocean County College, 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 Ocean County College
5. ***You may be charged a 50% or other deposit when a request for copies exceeds \$25.*** Ocean County College's 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, Ocean County College 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 Ocean County College 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 Ocean County College 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 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 in your County.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.



OCEAN COUNTY COLLEGE
OPEN PUBLIC RECORDS ACT REQUEST FORM
PO Box 2001
732-255-0400 FAX: 732-255-0444
PO Box 2001, Toms River, New Jersey 08754-2001
Custodian of Government Records



Important Notice

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Requestor Information – Please Print

First Name Leah MI A. Last Name Savia
E-mail Address Leah.A.Savia@gmail.com
Mailing Address 512 Morris Blvd.
City Toms River State NJ Zip 08753
Telephone 718-290-3329 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 Lick a Lion Date 11/6/17

Payment Information

Maximum Authorization Cost \$

Select Payment Method

Cash ☐ Check ☒ Money Order ☐

Fees:

- \$.05 per page-letter size and smaller
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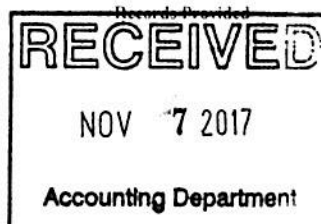
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Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

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



Custodian Signature _____

Date _____

- My entire personnel file
- My medical file(s)
- All documents relating to my request for a medical accommodation
- All documents relating to my requests for FMLA leave
- All documents relating to approving or granting FMLA leave to me
- All documents reflecting or relating to the decision to seek to suspend my employment, including all documents mentioning potentially suspending me or discussing whether to suspend me
- All documents reflecting or relating to the decision not to renew my contract for the 2017/2018 school year, including all documents mentioning potentially not renewing my contract or discussing whether to renew my contract.
- All emails related to any of the subjects listed above.

Purchasing



OCEAN COUNTY COLLEGE
OPEN PUBLIC RECORDS ACT REQUEST FORM
 PO Box 2001

732-255-0400 FAX: 732-255-0444
 PO Box 2001, Toms River, New Jersey 08754-2001
 Custodian of Government 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 Jennifer MI R Last Name Budd

E-mail Address jbudd@cohenseglias.com

Mailing Address 30 S. 17th Street, 19th Floor

City Philadelphia State PA Zip 19130

Telephone 2155641700 FAX 2672384415

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 11/6/17

Payment Information

Maximum Authorization Cost \$

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees:

- \$.05 per page-letter size and smaller
 - \$.07 per page-legal size and larger
 - Actual duplication rate may apply to produce paper copies if it exceeds the above rates.

- Free of Charge – Electronic copies (i.e. records sent via e-mail and fax)

- Other Medium (i.e. computer disc, CD-ROM, DVD) – actual cost to provide records

Delivery: Delivery / pc stage 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.

Regarding Request for Bid titled Snow Removal Services, Reference Number #17/18 B-16 the complete bids submitted by:

1. New Generation Recycling, Inc.
2. Winter Services, Inc.

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 _____

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 _____

DEPOSITS

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. Response is due to requestor as soon as possible, but no later than seven business days.)

N.J.S.A. 47:1A-1.1

- ☐ Inter-agency or intra-agency advisory, consultative or deliberative material
- ☐ Legislative records
- ☐ Law enforcement records:
 - ☐ Medical examiner photos
 - ☐ Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed)
 - ☐ Victims' records
- ☐ Trade secrets and proprietary commercial or financial information
- ☐ Any record within the attorney-client privilege
- ☐ Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer security
- ☐ Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
- ☐ Security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software
- ☐ Information which, if disclosed, would give an advantage to competitors or bidders
- ☐ Information generated by or on behalf of public employers or public employees in connection with:
 - ☐ Any sexual harassment complaint filed with a public employer
 - ☐ Any grievance filed by or against an employee
 - ☐ Collective negotiations documents and statements of strategy or negotiating
- ☐ Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- ☐ Information that is to be kept confidential pursuant to court order
- ☐ Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
- ☐ Social security numbers
- ☐ Credit card numbers
- ☐ Unlisted telephone numbers
- ☐ Drivers' license numbers
- ☐ Certain records of higher education institutions:
 - ☐ Research records
 - ☐ Questions or scores for exam for employment or academics
 - ☐ Charitable contribution information
 - ☐ Rare book collections gifted for limited access
 - ☐ Admission applications
 - ☐ Student records, grievances or disciplinary proceedings revealing a students' identification
- ☐ Biotechnology trade secrets N.J.S.A. 47:1A-1.2
- ☐ Convicts requesting their victims' records N.J.S.A. 47:1A-2.2
- ☐ Ongoing investigations of non-law enforcement agencies (must prove disclosure is inimical to the public interest) N.J.S.A. 47:1A-3.a.
- ☐ Public defender records N.J.S.A. 47:1A-5.k.
- ☐ Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and privileges created by State Constitution, statute, court rule or judicial case law N.J.S.A. 47:1A-9
- ☐ Personnel and pension records (however, the following information must be disclosed:
 - An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received
 - When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the US, or when authorized by an individual in interest
 - Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information N.J.S.A. 47:1A-10

N.J.S.A. 47:1A-1

- ☐ "a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy."

Burnett v. County of Bergen, 198 N.J. 408 (2009). Without ambiguity, the court held that the privacy provision "is neither a preface nor a preamble." Rather, "the very language expressed in the privacy clause reveals its substantive nature; it does not offer reasons why OPRA was adopted, as preambles typically do; instead, it focuses on the law's implementation." "Specifically, it imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable privacy interests."

Executive Order No. 21 (McGreevey 2002)

- ☐ Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism.
- ☐ Records exempted from disclosure by State agencies' proposed rules.

Executive Order No. 26 (McGreevey 2002)

- ☐ Certain records maintained by the Office of the Governor
- ☐ Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing
- ☐ Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments
- ☐ Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation
- ☐ Information in a personal income or other tax return
- ☐ Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness, except as otherwise required by law to be disclosed
- ☐ Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing
- ☐ Records in the possession of another department (including NJ Office of Information Technology or State Archives) when those records are made confidential by regulation or EO 9.

Other Exemption(s) contained in a State statute, resolution of either or both House of the Legislature, regulation, Executive Order, Rules of Court, any federal law, federal regulation or federal order pursuant to N.J.S.A. 47:1A-9.a.

(Please provide detailed information regarding the exemption from disclosure for which you are relying to deny access to government records. If multiple records are requested, be specific as to which exemption(s) apply to each record.)

REQUEST FOR RECORDS UNDER THE COMMON LAW

If, in addition to requesting records under OPRA, you are also requesting the government records under the common law, please check the box below.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

☐ Yes, I am also requesting the documents under common law.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in preventing disclosure.

Please set forth your interest in the subject matter contained in the requested material:

Note that any challenge to a denial of a request for records under the common law cannot be made to the Government Records Council, as the Government Records Council only has jurisdiction to adjudicate challenges to denials of OPRA requests. A challenge to the denial of access under the common law can be made by filing an action in Superior Court.

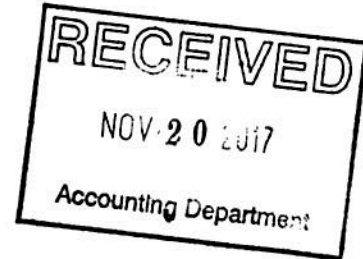
Ann Feneis

11/18-08

Due: 12/4/17

From: Sara Winchester
Sent: Monday, November 20, 2017 8:59 AM
To: Ann Feneis
Subject: FW: Public records request - stale dated checks

Follow Up Flag: Follow up
Flag Status: Flagged



From: Peter Butler [mailto:butler.locator@gmail.com]
Sent: Saturday, November 18, 2017 4:49 PM
To: Sara Winchester <swinchester@ocean.edu>
Subject: Public records request - stale dated checks

(Please forward to appropriate public records officer. Thank you.)

Dear Ms. Winchester,

I am requesting a list of checks issued by Ocean County College since January 1, 2015 that are now over six months old and considered stale-dated / outstanding / uncashed and in the amount of \$1,500.00 or greater.

If possible, I would like the list to include only those checks that have not been replaced with reissued checks. I am interested in data pertaining only to vendors, businesses, agencies, etc. and not to students or employees.

Preferably I would like to obtain the list via e-mail attachment in the Excel spreadsheet format. If possible I would like the list to include the payee name, last known address, amount of check, check number, and date of check.

In order to minimize the work on your end, if a similar report already exists that contains more or less information, that would be fine. I do not wish to create a lot of work on your end or expense on my end to obtain this report.

Please let me know if there is a fee to obtain these records.

Thank you very much for your assistance and please let me know if you have any questions.

Sincerely, Peter Butler

Peter R. Butler
El Dorado Locators
225 Kensington Way
San Francisco, CA 94127
Phone: 415-463-5256
Fax: 530-303-0122
email: butler.locator@gmail.com
www.eldoradolocators.com

2019 Highway 71
Spring Lake Heights NJ 07762