

MAYOR
Denice DiCarlo

TOWNSHIP COMMITTEE
Megan Kerr
James Mehaffey
Adam Reid
Jim Robinson



WEST DEPTFORD TOWNSHIP

Municipal Building
400 Crown Point Road
West Deptford, New Jersey 08086
Phone (856) 845-4004

Township Administrator
Lyman Barnes

Chief Finance Officer
Christine Greenwood

Registered Municipal Clerk
Lee Ann DeHart

November 30, 2017

ASK NJ Media Co.
opra+request-563-abe24a17@requests.opramachine.com

To Whom it May Concern,

The West Deptford Township Clerk's Office received your Open Public Records Act (OPRA) request on November 21, 2017. The official Records Custodian, Amy Leso, RMC, received your OPRA request on November 21, 2017. As such, the seven (7) business day deadline to respond to your request is December 4, 2017. This response is being provided on the 5th business day following receipt of your request.

Your OPRA request sought access to the following:

*"This is a request for public records made under OPRA and the common law right of access. I certify under penalty of NJSA 2C:28-3 that I have not been convicted of an indictable offense. Please acknowledge receipt of this message.
Records requested:
I'm requesting copies of all OPRA requests from August 1, 2017 to November 20, 2017."*

OPRA allows public agencies to impose special service charges whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or when fulfilling a request requires an extraordinary expenditure of time and effort. *See* N.J.S.A. 47:1A-5.c.

Special service charges must be based upon the actual direct cost of providing the copy or copies. OPRA mandates that the requestor shall have the opportunity to review and object to the charge prior to it being incurred. *See* N.J.S.A. 47:1A-5.c.

In order to further process your request, it will be necessary to identify, locate, and review the contents of the files, copy the requested records, and then review the records to determine

whether any redactions are necessary prior to their release. We estimate that this process will take approximately 10 hours of time.

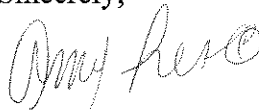
The following is the estimated special service charge for your request:

lowest level employee capable of fulfilling the request	Amy Leso
direct hourly rate (minus fringe benefits)	\$18.00
number of hours anticipated to complete request	10
total estimated special service charge	\$180.00
deposit required	\$90.00

Please note that this estimated charge does not include any applicable copying charges. In order to proceed with fulfilling your request, we require a deposit in the amount of \$90.00, representing one-half of the total estimated special service charge for your request.

Kindly respond in writing with your acceptance or rejection of the estimated charges for each category of records set forth above. We will not begin to further process this request until we receive your written acceptance. If you reject the estimated charges and you wish to challenge the special service charges, you have a right to challenge the decision. 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 GRC 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.

Sincerely,



Amy Leso, RMC
West Deptford Township Clerk's Office
lesoa@westdeptford.com
856-845-4004 ext. 129