

MAYOR

Denice DiCarlo

TOWNSHIP COMMITTEE

Megan Kerr
James Mehaffey
Adam Reid
Jim Robinson



WEST DEPTFORD TOWNSHIP

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

Acting Township Administrator

Lee Ann DeHart

Chief Finance Officer

Michael Kwasizur

Registered Municipal Clerk

Lee Ann DeHart

June 2, 2020

Via email only ([opra+request-11226-55e17](mailto:opra+request-11226-55e17bad@requests.opramachine.com))

Anonymous

11226-55e17bad@requests.opramachine.com

Re: Open Public Records Act/Common Law Records Request

Dear Anonymous:

The West Deptford Township Clerk's Office received your request for records pursuant to the Open Public Records Act (OPRA) on May 22, 2020. Accordingly, the seven (7) business day deadline to respond to your request under OPRA is June 3, 2020. This response is being provided on the 6th business day after receipt of your request.

Your OPRA request was as follows:

----- Original message -----

From: Anonymous <opra+request-11226-55e17bad@requests.opramachine.com>
Date: 5/21/20 8:45 PM (GMT-05:00)
To: Lee Ann DeHart <LDeHart@westdeptford.com>
Subject: [External]OPRA request - OPRA Requests

Dear West Deptford Township,

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:

OPRA Requests for April 2017, May 2017 and April 2020 and May 2020.

Thank You

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-11226-55e17bad@requests.opramachine.com

A search of our available records has identified 133 records responsive to your request.

OPRA and the common law allow 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 have the requested records compiled, reviewed and redacted to remove information exempt from disclosure. The following is the estimated special service charge for your request:

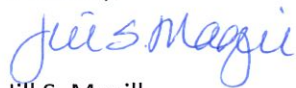
<u>Township Clerk's office (review and redaction)</u>	
lowest level person capable of fulfilling the request	Jill Magill
direct hourly rate (minus fringe benefits)	\$19.78
number of hours anticipated to complete request	22.25
estimated special service charge	\$440.11

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 \$440.11, representing the total estimated special service charge.

In the alternative, we can provide the logs of OPRA requests received during the noted timeframes. These logs are also subject to review and redaction; however, no special service charge would be required. Kindly respond in writing if this alternative is acceptable or rejected.

Or, kindly respond in writing with your acceptance or rejection of this estimated charge. We will not begin to process this request until we receive your written acceptance and the requested deposit. If you reject the estimated charge and you wish to challenge the special service charge, 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,



Jill S. Magill
Deputy Clerk
jmagill@westdeptford.com
856-845-4004 Extension 174