

MONROE TOWNSHIP BOARD OF EDUCATION
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Reeshemah Zielinski
Custodian of Records

BY EMAIL ONLY TO: Monroe BOE Watchdog <opra+request-31009-2e5e7b75@requests.opramachine.com>

May 16, 2022

Monroe BOE Watchdog

Re: Open Public Records Act Request

Dear Monroe BOE Watchdog:

The Board is in receipt of your request for records under the Open Public Records Act ("OPRA"). Your request was received on April 12, 2022 and seeks the following:

"All OPRA requests received by the Monroe Township Board of Education, from January 01, 2015 –December 17, 2021."

Your request would require an extraordinary expenditure of time and effort to fulfill. As a result, a special service charge is required. Specifically, your request spans over an six-year period and would encompass a vast number of responsive records. The District's practice in the past was to place all OPRA requests in binders and store them in the basement of the building. To fulfill your request, the records custodian would be required to leave her office and travel to the location of the records. She then would need to locate the appropriate binders, remove each from storage, and search for responsive records. Upon locating a responsive record, the records would need to be removed, taken to a location with a scanner, scanned, uploaded to a computer, and then placed back in the binder in the exact location in which it was taken. This process is required in order to ensure the District's filing system remains intact and the records remain properly filed. This process will need to be repeated until all responsive records are located. The records then would need to be reviewed for any information protected by OPRA.

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.

To provide each record responsive to your request, the District is required to: (1) dedicate an employee to work away from his/her office; (2) locate the relevant binders containing the OPRA requests; (3) remove the binder one at a time; (4) review each document in the binder to determine whether it is responsive to the request; (5) remove a responsive record from the binder; (6) take the responsive record to a room with a scanner; (7) scan and upload the documents to a computer; (8) return the responsive record to its appropriate location in the binder; (9) return the binder to storage; (10) review all responsive records to determine if any information requires redactions under OPRA; and (11) redact the documents where applicable in accordance with OPRA.

The lowest level employee that is capable of fulfilling this request would be me. My hourly rate is \$41.67. It is anticipated that to complete the request it will take me a total of 49 hours (7 business days). As such, a detailed estimate is provided below:

Employee's Hourly Rate:	\$41.67
Estimated Hours to Fulfill This Request:	49
Total Estimated Special Service Charge:	\$2,041.83

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). Kindly respond in writing with whether you agree to pay the estimated charge. The District will not begin to process this request until it receives your written acceptance and you provide a minimum deposit in the amount of \$1,020.92 (50% of the total estimated special service charge). Upon completion of the request, the District's actual cost in fulfilling the request will be calculated and provided to you. The remaining amount must be paid prior to the records being provided. Please be advised that the special service charge does not include the cost of a flash drive (if you would like the records provided digitally) or copying costs (if you would like hard copies of the records to be provided).

As an alternative, if you prefer to modify your request to limit the number of potentially responsive record, kindly let us know.

Sincerely,



Reeshemah Zielinski
Custodian of Records

cc: Ms. Chari Chanley, Acting Superintendent of Schools
Dr. Adam Layman, Assistant Superintendent of Schools
Mr. David Disler, Esq., Porzio, Bromberg & Newman, P.C.