

Toms River Regional Schools



1144 Hooper Avenue, Toms River, New Jersey 08753
732.505.5500 • Fax: 732.473.9168

October 17, 2023

VIA EMAIL ONLY

Curious Taxpayer
opra+request-54084-5897aa8e@requests.opramachine.com

Dear Curious Taxpayer,

The Toms River Regional Schools received your Open Public Records Act (OPRA) request on October 16, 2023. The official Records Custodian, Sheri Pereira, received your OPRA request on October 16, 2023. As such, the seven (7) business day deadline to respond to your request is Wednesday, October 25, 2023. This response to your request is being provided to you on the 1st day after the custodian's receipt of said request.

In response to your OPRA request, in which you requested the following:

Digital personnel agenda/addendum's from Jan. 2008 – Dec. 2016

The District has conducted a search and as a result has identified approximately 70+ minute books which may contain the records responsive to your request.

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. As such, a detailed estimate is provided below:

As the requested records may contain student information, personal health information and other exempted and confidential information the lowest level employee capable of fulfilling the request is the official Custodian and my hourly rate is \$32.84 per hour, exclusive of fringe benefits.

The approximate length of time necessary to review these books is 35 hours or ½ hour per book. The 35 hours is based on an average of 30 minutes per book to locate, review, copy and potentially redact and prepare the redaction log for 70+ minute books (+70 @ 30 minutes per book = 35 hours). The minute books are located off site in our storage facility.

Total Estimated Special Service Charge is 35 X \$32.84 = \$1,149.40

Kindly respond in writing with your acceptance or rejection of the above detailed estimated charge. If the accommodation

of a special service charge is acceptable, the requested service charge must be paid to the Toms River Regional School District before the District will begin processing the request. The District will not begin to process this request until the District receives your written acceptance and payment. 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.

Please be advised that failure to respond within ten (10) days of receipt of this correspondence will result in the closure of your OPRA request.

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.

In the alternative, you may review these books in our Board of Education Offices, located at 1144 Hooper Avenue, 3rd Floor, Reception Area, Toms River, New Jersey, if this option works better for you. Please advise as to your decision, so we can begin gathering said books.

Sincerely,

Sheri Pereira
Custodian of School Records
Toms River Regional Schools