

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

Acting Township Administrator
Lee Ann DeHart

Chief Finance Officer
Michael Kwasizur

Registered Municipal Clerk
Lee Ann DeHart

October 7, 2020

Via email only (opra+request-16993-059ccddf@requests.opramachine.com)
Anonymous

Re: Open Public Records Act Request - Police Chief E-Mail Log

Dear Anonymous:

The West Deptford Township Clerk's Office received your request for records pursuant to the Open Public Records Act (OPRA), dated September 27, 2020, on September 28, 2020. Accordingly, the seven (7) business day deadline to respond to your request under OPRA is October 7, 2020. This response is being provided on the seventh business day after receipt of your request.

Your OPRA request was as follows:

From: Anonymous <opra+request-16993-059ccddf@requests.opramachine.com>
Date: September 27, 2020 at 1:50:36 PM EDT
To: Lee Ann DeHart <lDeHart@westdeptford.com>
Subject: [External]OPRA request - Police Chief E-Mail Log

Dear West Deptford Township,

This is a request for public records made under OPRA. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

POLICE CHIEF EMAIL LOG 4/01/2017 -1/1/2018

Please see link below for the type of responsive request I am seeking and note that these requests are being fulfilled by other municipalities.

https://opramachine.com/request/14401/response/27602/attach/3/OPRA%20Allen%20Email%20Logs.pdf?cookie_passthrough=1

Yours faithfully,

Anonymous

A preliminary search of our available records has identified an email log responsive to your request containing approximately 8,458 entries.

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 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:

IT Department (compilation)

lowest level person capable of fulfilling the request	Thomas N. Tucci
direct hourly rate (minus fringe benefits)	\$71.07
number of hours anticipated to complete request	8.0
estimated special service charge	\$568.56

Police Department (review and redaction)

lowest level person capable of fulfilling the request	Chief Sean M. McKenna, Sr.
direct hourly rate (minus fringe benefits)	\$88.70
number of hours anticipated to complete request	7.0
estimated special service charge	\$620.90

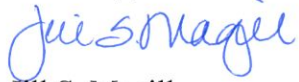
TOTAL ESTIMATED SPECIAL SERVICE CHARGE \$1,189.46

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 \$1,189.46, representing the total estimated special service charge.

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