



MONMOUTH COUNTY

OPEN PUBLIC RECORDS ACT REQUEST FORM
Hall of Records, One East Main Street, Freehold, NJ 07728
Records Custodian: Marion Masnick, Clerk of the Board
to the Monmouth County Board of Chosen Freeholders
Marion.Masnick@co.monmouth.nj.us

Telephone 732-431-7387
Fax 732-431-6519

The County of Monmouth strives to promote openness and accountability through government transparency, an important component to our democracy. We receive and process hundreds of Open Public Records Act ("OPRA") requests. Based on the requests, the County utilizes employees across various departments and agencies to satisfy each and every OPRA request. This is not a simple or easy task to undertake. The request often takes significant time and resources to assemble and review/redact the responsive records, prior to releasing it to the requestor. Due to the demand and volume of the requests and records, the County recognizes that it is possible to inadvertently release records with confidential and/or privileged information. Regardless of our diligent efforts to review and adequately redact confidential or privileged information, the County, like any organization, is susceptible to human error.

We respectfully request that all OPRA requestors provide an address or e-mail address that permits the County to correspond directly with the requestor and securely provide access to the records. The County will deny any requests for records if the responses, including attachments, are automatically posted on any websites. This does not restrict the requestor from retaining, disseminating, distributing, or copying the records after receipt. However, the requestor may be liable for any unlawful disclosure of confidential and/or privileged information. The County does not waive any privilege or confidentiality within its message or the released records.

The County wishes to work alongside the requestor to provide the records requested and also prevent any inadvertent disclosure of confidential and/or privileged information. We appreciate your courtesies and future cooperation.

Should you have any questions or concerns, please do not hesitate to contact our Custodian of Records.

1. Under penalty of N.J.S.A. 2C:28-3, have you been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States?
2. If any of the requested records contain personal information, are you prohibited from making contact with the individual(s) named within the record(s) by any order issued by a court?
3. If the preferred method of delivery is by e-mail, please provide a legitimate e-mail address with a verified domain name that permits the Custodian to correspond directly with the requestor and securely provide access to the records.

E-mail Address