CAMDEN COUNTY COLLEGE
OPEN PUBLIC RECORDS ACT REQUEST FORM
200 College Drive
Roosevelt Hall – Room 206
Blackwood, NJ 08012
(856) 227-7200
E-mail: opra.custodian@camdencc.edu

Important Notice
The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name ___________________________ MI _____ Last Name ___________________________

E-mail Address __________________________

Mailing Address __________________________

City __________________________ State ________ Zip __________________________

Telephone __________________________ FAX __________________________

Preferred Delivery: Pick Up US Mail On-Site Inspect Fax E-mail __________________________

If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature __________________________ Date __________________________

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

COLLEGE USE ONLY

Est. Document Cost __________________________
Est. Delivery Cost __________________________
Est. Extras Cost __________________________
Total Est. Cost __________________________
Deposit Amount __________________________
Estimated Balance __________________________
Deposit Date __________________________

COLLEGE USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open Denied - Closed
Filled - Closed Partial - Closed

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Tracking Information
Tracking # __________________________ Total __________________________
Rec'd Date __________________________ Deposit __________________________
Ready Date __________________________ Balance Due __________________________
Total Pages __________________________ Balance Paid __________________________

Records Provided

Final Cost

Custodian Signature __________________________ Date __________________________
1. This form should only be used to submit records requests to *Camden County College*.

2. In order to request access to government records under the New Jersey Open Public Records Act (OPRA), you must complete all the required portions of and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the OPRA Custodian. Your request is not considered filed until the OPRA Custodian has received a completed request form. If you submit the request form to any other officer or employee of *Camden County College*, that officer or employee may not have the authority to accept your request form on behalf of *Camden County College* and your request may be delayed. The employee must either forward the request to the OPRA Custodian or direct you to the appropriate custodian. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.

3. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by check or money order payable to *Camden County College*.

4. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.

5. **You may be charged a 50% or other deposit when a request for copies exceeds $25.** The *Camden County College* custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.

6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person’s victim or the victim’s family.

7. By law, *Camden County College* must notify you that it grants or denies a request for access to government records within seven business days after the OPRA Custodian receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.

8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.

9. If *Camden County College* is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.

10. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.

11. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by *Camden County College* to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO 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 Council can also answer other questions about the law.

12. Information provided on this form may be subject to disclosure under the Open Public Records Act.

13. Request for Camden County College records under OPRA may only be sent to the address specified below. Any request sent to an address other than the one specified below is subject to denial. All request and/or fees must be mailed to the following address:

   **Camden County College**
   **OPRA Custodian**
   **Roosevelt Hall – Room 206**
   **Blackwood, NJ 08012**
   **Phone: (856) 227-7200**
   **Fax: (856) 374-4894**
   **E-mail: opra.custodian@camdencc.edu**