

Essex County College College Regulation

REG 4-15 OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS

Purpose:

To provide the public with timely, orderly, and efficient access to government records in accordance with the State of New Jersey Open Public Records Act (OPRA).

Definition(s):

Custodian of Records: Person officially designated by the College to direct the implementation of OPRA rules and regulations.

Government Records: A government record is defined by law as “any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of official business by any officer, commission, agency or authority of the State or of any political subdivision thereof, including subordinate boards thereof, or that has been received in the course of official business by any such officer, commission, agency, or authority of the State or of any political subdivision thereof, including subordinate boards thereof. The terms shall not include inter-agency or intra-agency advisory, consultative, or deliberative material.”

Exemption: A government record shall not include information which is deemed to be confidential for the purposes of P.L.1963, c.73 (C.47:1A-1 et seq.) as amended and supplemented (i.e. Social Security numbers, drivers’ license, employee identification number, deliberative materials, emergency security information, and information about sexual harassment or other grievances).

Application:

1. The Compliance Associate has been designated as the Custodian of OPRA Records.
2. The Custodian of Records must comply with the request for a public record based on the timelines dictated by law.
3. Employees of the College shall direct any OPRA request to the Custodian of Records promptly and upon receipt.
4. The Custodian of Records shall adopt a form for the use of any person who requests access to a public record.
5. Unless exempted, a government record shall be readily accessible for inspection, copying, or examination by the citizens, with certain exceptions and any limitations on the right of access accorded by law.
6. Notwithstanding the provisions of statutes as amended and supplemented, or any other law to the contrary, the Custodian shall not comply with an anonymous request for a government record which is protected under the provisions of New Jersey Statutes.
7. Information relating to trustees, employees or students of the College, unless in the public domain, shall be reviewed and approved by the Office of the General Counsel prior to its dissemination and released in accordance to college regulation. (See REG 4-18)
8. Pursuant to OPRA ((N.J.S.A. 47:1A-5. b)), the Custodian of Records may apply fees for any extraordinary expenditure of time, effort, amount of copies to accommodate a request.

Responsible Official(s): Custodian of Records	Reference: <i>N.J.S.A.</i> 18A:64A-12(o) Board Policy BP 2-9
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/22	Attachment(s):