



## RAMAPO COLLEGE OF NEW JERSEY

### REQUEST FOR ACCESS TO A GOVERNMENT RECORD PURSUANT TO THE OPEN PUBLIC RECORDS ACT , N.J.S.A. 47:1A-1, et seq.

#### INSTRUCTIONS AND INFORMATION

The information requested on this form is required when requesting a government record pursuant to N.J.S.A. 47:1A-1, et seq. The Custodian of Records will not consider a request unless and until all required information is provided.

1. All requests for government records must be made in writing to the Custodian of Records and must contain the information contained on this form. The Custodian of Records for Ramapo College of New Jersey is located in the Mansion, Room 220B, telephone number (201) 684-7622. If you submit your request to any other officer or employee of The College, that officer or employee does not have authorization to accept requests pursuant to the Open Public Records Act and you will be directed to the Custodian of Records. Your request will not be considered filed until it is received by the Custodian of Records.
2. If you submit a request to access a government record pursuant to the Open Public Records Act to someone other than the designated custodian, do not provide the information requested on this form or attempt to make a request for access by telephone or fax, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. A copy of a government record may be purchased upon payment of a fee calculated as follows:
  - All letter size (8.5×11) are \$0.05 per page
  - All legal size (8.5×14) are \$0.07 per page
  - The College may charge for its actual costs for duplication under certain circumstances.If the nature, format, manner of collation, or volume of a government record is such that the record cannot be reproduced by ordinary copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, The College may charge, in addition to the actual cost of duplicating the record, a special service charge that shall be reasonable and shall be based upon the actual direct cost of providing the copy or copies. The College will notify you of any special charges, special service charges or other additional charges before processing your request. The requestor shall have the opportunity to review and object to the charge prior to it being incurred.
4. The Custodian of Records may require prepayment of fees or a deposit as indicated on this form.
5. The Custodian of Records shall grant access to a government record or deny a request for access to a government record no later than seven days after receiving the request provided that the record is currently available and not in storage or archived. If the government record is in storage or archived, the requestor shall be so advised within seven days after the custodian receives the request. The requestor shall be advised by the Custodian of Records when the record can be made available. You may agree with the Custodian of Records to extend the time for granting or denying your request or making records available.

6. If your request is denied or unfilled within seven business days, or the Records Custodian advises you that your request cannot be filled within that time, you may contact the Custodian to attempt a resolution of any dispute. You also have a statutory right to file an action in Superior Court or, in lieu thereof, in the Government Records Council (GRC), New Jersey Department of Community Affairs (toll free 866-850-0571 or 609-292-6830 or online at [www.nj.gov/grc](http://www.nj.gov/grc) to challenge a decision by the College to deny you access to a requested record.
7. While every effort has been made to ensure the accuracy of the information contained herein, the College reserves the right to make changes to its OPRA policies and procedures at any time without prior notice.