

# WOODBRIIDGE PUBLIC LIBRARY

## REQUEST FOR PUBLIC RECORDS

### -- IMPORTANT NOTICE --

*Please carefully read the information on the reverse side of this form about your right to request government records.*

### -- REQUESTOR INFORMATION --

#### Contact / Delivery Information [Please Print]

#### Payment Information

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Daytime Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Preferred Delivery: Pick Up [  ] U.S. Mail [  ] On-Site Inspect [  ] Email [  ] Fax [  ]

**Check One:** Under penalty of N.J.S.A. 2C:26-3, 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 \_\_\_\_\_

**Select Payment Method**

Cash \_\_\_ Check \_\_\_ Money Order \_\_\_

Maximum Authorized Cost \$ \_\_\_\_\_

**Routine Request Records Fees:\***  
 \$0.05 / pg. Letter Size  
 \$0.07 / pg. Legal Size  
 (or actual costs for duplication)

Postage fees are extra (regular mail only).

Additional Fees: Non-routine requests may be subject to Special Service Charges. Requestor will be notified in advance (Ord. 2-97).

**\*Unless otherwise prescribed by Ordinance, State Statute, or Executive Order.**

### -- Record Request Information --

**All requests must be reasonably specific in identifying the public record(s) sought. "Any-and-all" requests are generally too broad to permit correct record identification and may be returned for clarification.**

**Record(s) request:**

### LIBRARY USE ONLY

Est. Records Fees \_\_\_\_\_

Est. Postage Fees \_\_\_\_\_

Est. Other Fees \_\_\_\_\_

Est. Total Fees \_\_\_\_\_

Deposit Amount \_\_\_\_\_

Estimated Balance \_\_\_\_\_

**Disposition Notes**

If any part of this request can not be provided in 7 days, requestor must be notified (see reverse side).

Completed - \_\_\_\_\_ %  
 Partially Completed - \_\_\_\_\_ %  
 Denied - \_\_\_\_\_ %

\_\_\_\_\_  
 Division Representative Signature

\_\_\_\_\_  
 Date Request Completed

Tracking # \_\_\_\_\_

Rec'd Date \_\_\_\_\_

Est. Ready Date \_\_\_\_\_

Total Pages \_\_\_\_\_

Documents Provided \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Final Cost**

**Total:** \_\_\_\_\_

**Deposit:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_

**Balance Paid:** \_\_\_\_\_

\_\_\_\_\_  
 Custodian Signature      Date

**WOODBRIIDGE PUBLIC LIBRARY**  
Main Library: (732) 634-4450  
Administration Office Fax: (732) 726-7080

**PUBLIC ACCESS TO GOVERNMENT RECORDS**

1. State Law requires that you complete, sign, and date this request form and deliver it to the Library Administration Office (Custodian of Records) in order to request access to government records. Your request is not considered filed until this request form has been received by the Custodian of Records. The Library Administration Office is not responsible for forms that are not submitted in accordance with the aforementioned requirements.
2. If you submit this form to someone other than the Custodian of Records or attempt to make a request for access by any other means than this form, the Open Public Records Act (OPRA) and its deadlines, restrictions and remedies do not apply to your request.
3. Requests with estimated fees exceeding \$25.00 must be accompanied by a 50% deposit. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You hereby agree to pay the balance due upon receipt of the records.
4. By law, the Woodbridge Public Library must notify you that it grants or denies a request for access to government records within 7 business days after the Custodian of Records receives the request, provided that the record is currently available and not in storage or archived. If the requested record is not currently available or is in storage or archived, the Custodian of Records (or designated representative) will advise you when the record can be made available and its estimated cost.
5. If the Woodbridge Public Library is unable to comply with your request for access to a government record, the Custodian of Records will indicate the reasons for denial of your request on this form (or by alternative means) and provide you with same.
6. Except as otherwise provided by law or by agreement with the requestor, if the Custodian of Records fails to respond to you within 7 business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request. (Requests received after 2:00 p.m. will be dated the following date.)
7. 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 the Woodbridge Public Library to deny access. At your option, you may either institute a proceeding at the Government Records Council (GRC), located in the Department of Community Affairs (Trenton, New Jersey) or file a complaint in Superior Court.
8. Information provided on this form may be subject to disclosure under OPRA.
9. The Municipal Clerk is the appointed Custodian of Records, and the Deputy Municipal Clerk is the alternate Custodian of Records, for all Municipal Departments except the Police Department and Library. The Records Supervisor of the Police Department will accept all request forms pursuant to this Act for police records. The Data Processing and Communications Division Commander will be the Alternate for police records requests. The Library Director will accept all request forms pursuant to this Act for library records.
10. OPRA does not cover the Municipal Court or Vital Statistics records.

ADDITIONAL SPACE FOR REQUESTOR (IF NEEDED):

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CUSTODIAN COMMENTS (REASON FOR DENIED ACCESS):

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## EXCLUSIONS

N.J.S.A. 47:1A-1 states, “. . . a public agency has a responsibility and an obligation to safeguard from public access a citizen’s personal information with which it has been entrusted when disclosure thereof would violate the citizen’s reasonable expectation of privacy.” Such information may be exempt from public access requirements.

N.J.S.A. 18A:73-43 provides that the following classes of records are exempt from public access requirements:

- Employee personnel files or other matters in which there is a right of privacy or confidentiality
- Interagency or intra-agency advisory, consultative or deliberative material other material specifically exempted by law

Accordingly, the library shall not provide access to:

- Any information from registration records for library cards or any records of loans or other transactions of library use by any person
- Any information associated with library building security or automation systems, including but not limited to passwords, system specifications, software, and methods of telecommunication
- Information regarding library employees or applicants for employment except that required to be provided by law
- Information or documents related to sealed bids prior to their opening
- Information regarding negotiation of any type of contract prior to its signing
- Minutes of Executive Session of the Board of Trustees prior to their release by the Board of Trustees. The Board shall review the minutes of Executive Sessions once each year and release those minutes it no longer considers confidential.
- Any other document that may compromise the privacy of any individual or the safety and health of the public, or library employees or the security and safety of the library and its property.

Further exclusions under N.J.S.A. 47:1A-1.1 include:

- Any record within the attorney-client privilege
- Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
- Security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software
- Information generated by or on behalf of public employers or public employees in connection with:
  - Any sexual harassment complaint filed with a public employer
  - Any grievance filed by or against an employee
  - Collective negotiations documents and statements of strategy or negotiating
- Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- Information that is to be kept confidential pursuant to court order
- Certificate of honorable discharge issued by the United States government (Form DD214) filed with a public agency
- Social security numbers
- Credit card numbers
- Unlisted telephone numbers
- Drivers’ license numbers

< Approved - Board of Library Trustees - November 21, 2002 >  
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