ALL REQUESTS FOR PUBLIC RECORDS MUST BE MADE IN WRITING ON THE ATTACHED OFFICIAL CLIFTON BOARD OF EDUCATION OPRA FORM, OR A WRITTEN REQUEST THAT MENTIONS “OPRA” AND SENT TO:

Michael Ucci
Clifton Board of Education
745 Clifton Avenue
Clifton, NJ 07013

Fax Number: 973-773-8357

Copies of public records are subject to copying fees set by New Jersey State Law.
CLIFTON BOARD OF EDUCATION
745 Clifton Avenue
Clifton, NJ 07013

OPRA PUBLIC RECORDS ACT REQUEST FORM

Important Notice!
All requests for public records must be made in writing on this official Open Public
Records Act (OPRA) form, or a written request that mentions “OPRA”.

Requestor Information - Please Print

First Name_____________________MI ____ Last Name________________________
E-mail Address___________________________________________________________
Mailing Address _________________________________________________________
City____________________ State________ Zip________
Telephone: _______________Ext. __________ Fax ______________

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

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 ____________

Payment Information

Maximum Authorization
Cost: $ ___________

Select Payment Method
Cash ☐ Check ☐ Money Order ☐

Made payable to the: Clifton Board of Education
Fees: 8 ½ x 11 $0.05 per page
8 ½ x 14 $0.07 per page

Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Extraordinary service fees dependent upon request.

☐ I request copies of the following public records: (See Payment Information Section for copying fees)
☐ I request to inspect the following records:

Non-Personnel Records
☐ Budgets -- Specify fiscal Year
☐ Contracts -- Vendors – Specify vendor
☐ Minutes -- Specify Board Meeting Date
☐ Vouchers/Bills -- Specify vendor
☐ Other

Personnel Records
☐ Contracts -- Bargaining Group--Specify Group
☐ Contract - Individual--Specify Employee
☐ Employee Information -- Specify Individual

The following employee information will be made available:
* Title  * Salary  * Date of Separation /Reason
* Position  * Length of Service  * Pension Information Amount/Type

☐ Other

Signature of Requestor __________________ Date ____________

Custodian of Records ______________________________(Signature)
DEPOSITS

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of $5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. Response is due to requestor as soon as possible, but no later than seven business days.)

N.J.S.A. 47:1A-1.1

- Inter-agency or intra-agency advisory, consultative or deliberative material
- Legislative records
- Law enforcement records:
  - Medical examiner photos
  - Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed)
  - Victims’ records
- Trade secrets and proprietary commercial or financial information
- Any record within the attorney-client privilege
- Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer security
- 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 which, if disclosed, would give an advantage to competitors or bidders
- 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 DD-214) filed with a public agency
- Social security numbers
- Credit card numbers
- Unlisted telephone numbers
- Drivers’ license numbers
- Certain records of higher education institutions:
  - Research records
  - Questions or scores for exam for employment or academics
  - Charitable contribution information
  - Rare book collections gifted for limited access
  - Admission applications
  - Student records, grievances or disciplinary proceedings revealing a students’ identification
- Biotechnology trade secrets N.J.S.A. 47:1A-1.2
- Convicts requesting their victims’ records N.J.S.A. 47:1A-2.2
- Ongoing investigations of non-law enforcement agencies (must prove disclosure is inimical to the public interest) N.J.S.A. 47:1A-3.a.
- Public defender records N.J.S.A. 47:1A-5.k.
- Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and privileges created by State Constitution, statute, court rule or judicial case law N.J.S.A. 47:1A-9
- Personnel and pension records (however, the following information must be disclosed:
  - An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received
  - When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the US, or when authorized by an individual in interest
Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information

N.J.S.A. 47:1A-10

N.J.S.A. 47:1A-1

☐ “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.”

Burnett v. County of Bergen, 198 N.J. 408 (2009). Without ambiguity, the court held that the privacy provision “is neither a preface nor a preamble.” Rather, “the very language expressed in the privacy clause reveals its substantive nature; it does not offer reasons why OPRA was adopted, as preambles typically do; instead, it focuses on the law's implementation.” “Specifically, it imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable privacy interests.”

Executive Order No. 21 (McGreevey 2002)

☐ Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism.

☐ Records exempted from disclosure by State agencies’ proposed rules.

Executive Order No. 26 (McGreevey 2002)

☐ Certain records maintained by the Office of the Governor
☐ Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing
☐ Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments
☐ Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation
☐ Information in a personal income or other tax return
☐ Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness, except as otherwise required by law to be disclosed
☐ Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing
☐ Records in the possession of another department (including NJ Office of Information Technology or State Archives) when those records are made confidential by regulation or EO 9.

Other Exemption(s) contained in a State statute, resolution of either or both House of the Legislature, regulation, Executive Order, Rules of Court, any federal law, federal regulation or federal order pursuant to N.J.S.A. 47:1A-9.a.

(Please provide detailed information regarding the exemption from disclosure for which you are relying to deny access to government records. If multiple records are requested, be specific as to which exemption(s) apply to each record.)

REQUEST FOR RECORDS UNDER THE COMMON LAW

If, in addition to requesting records under OPRA, you are also requesting the government records under the common law, please check the box below.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

☐ Yes, I am also requesting the documents under common law.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in preventing disclosure.

Please set forth your interest in the subject matter contained in the requested material:

______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. This form should only be used to submit records requests to the Clifton Board of Education.
2. Complete and date this request form and deliver it in person during regular business hours by mail or fax to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the Clifton Board of Education, that officer or employee may not have the authority to accept your request form on behalf of the Clifton Board of Education and your request will be directed to the appropriate division custodian. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, or do not complete the Clifton Board of Education request form, or do not submit a written request mentioning “OPRA”, 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.
4. 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 the Clifton Board of Education. Cash payments in exact change only are permitted. The Clifton Board of Education keeps no cash on its premises.
5. 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.
6. **You may be charged a 50% or other deposit when a request for copies exceeds $25.00.** The Clifton Board of Education 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.
7. 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.
8. By law, the Clifton Board of Education must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested 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.
9. 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.
10. If the Clifton Board of Education 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.
11. 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.
12. 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 of the Clifton Board of Education 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.nj.gov/grc. The Council can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.
14. In accordance with Clifton Board of Education procedures the Superintendent of Schools will be notified of all OPRA requests.
RESPONSE TO:
REQUEST FOR PUBLIC RECORDS

Name of Requestor ___________________________ Date _________________

A. Receipt of Public Records Request

I am in receipt of your Open Public Records Act (OPRA) request.

Information Available

The information you requested is expected to be available on:

______________________________________________.

Estimated Cost

The estimated copying fees are expected to be

$ _______________ Number of Pages _______________

If mailed, the total cost including postage is estimated to be $ ________________

B. Public Records Request Denial

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law for the following reason(s):

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

You have the right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et. seq. If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

C. Certification of Custodian of Public Records

Custodian of Public Records ________________________________________________

Signature ______________________________________  Date ____________________________