

RESOLUTION #2845  
Re-Designate a Custodian & Cost of Government Records

**WHEREAS**, it is necessary to amend our OPRA policy to change the title of the Custodian of Records and the "Alternate" Custodian of Records as noted in point #3 below:

3. Upon the recommendation of Donna Brightman, Executive Director, the Director of Finance has been appointed as the Custodian of Government Records for the Housing Authority of the Township of Woodbridge and the Director of Maintenance and Modernization shall be the Alternate Custodian of Government Records for the Housing Authority of the Township of Woodbridge. All requests for government records or requests for access to government records shall be made through the office of the Records Custodian.
  
9. All requests for government records shall be subject to the payment of fees as follows:
  - Letter size pages & smaller           \$0.05 per page
  - Legal size pages & larger           \$0.07 per page
  - Any public agency whose actual costs to produce paper copies exceed the \$0.05 and \$0.07 rate may charge the actual cost of duplication (Note: the actual cost calculation must follow the prescribed formula)
  - Every public agency must provide electronic records FREE OF CHARGE (i.e. records sent via e-mail and fax)
  - Every public agency must charge the actual cost to provide records in another medium (i.e. computer disc, CD-ROM, DVD).

**BE IT FURTHER RESOLVED** by the Board of Commissioners of the Housing Authority of the Township of Woodbridge that Resolution #2845 "Re-Designating a Custodian of Government Records" be adopted, and that the policy adopted pursuant to Resolution #2386 be modified accordingly.

Motion to adopt Resolution #2845 moved by Commissioner Rupasinghe and seconded by Commissioner Michelson and upon roll call, the vote was as follows:

ROLL CALL:	Kenny Michelson Rosario Rupasinghe Shah Walker Ficarra
AYES:	Kenny Michelson Rupasinghe Shah Walker Ficarra
NAYS:	None
Abstain:	None
Absent:	Rosario

I hereby certify that the above Resolution is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Township of Woodbridge at their Regular Meeting of April 3, 2017.

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Donna F. Brightman, Secretary

Approved as to legal form:

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Terrence Corrison, Esq.

**“SCHEDULE A”**

**THE HOUSING AUTHORITY OF THE TOWNSHIP OF WOODBRIDGE**

20 Bunns Lane

Woodbridge, NJ 07095-1460

PH: 732-634-2750 FX: 732-634-8421

**REQUEST FOR GOVERNMENT RECORDS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

***Information requested:***

Copy of Minutes (specify board or entity, date, topic or other identifying information)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Copy of Resolution (specify date, number, or other identifying information)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other (specify)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A request for Public Records should be submitted on this form. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will generally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. In general:

- Immediate access is ordinarily available for budget, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
- Records which are in storage or archived or which will require a search of records will be available as soon as possible and the requester will be advised within seven (7) business days when the records can be made available.

- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: \$0.05 per page for letter size or smaller paper; \$0.07 per page for legal size or larger paper; Bid specifications requested by anyone other than the prospective bidder, shall be charged in accordance with the per page amount set forth above.
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether a record is a “government record” as provided by law, the request will be reviewed by the Attorney for the Housing Authority of the Township of Woodbridge.

The term “government record” generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right or privacy or confidentiality or which is specifically exempted by law.

**The requester hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The requester hereby certifies that he or she has not been convicted of an indictable offense under the laws of this State, any other State or the United States and is not seeking government records containing personal information pertaining to the victim of a crime or the victim’s family as provided by N.J.S.A. 47;1A-1, et seq.**

This form when signed by the Records Custodian shall constitute a receipt for any deposit received.

The information requested will be ready on: \_\_\_\_\_

Estimated Number of Pages: \_\_\_\_\_

Estimated Cost \_\_\_\_\_

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

\*(May be required where the anticipated cost of reproduction exceeds \$5.00)

The applicant hereby acknowledges receipt of a copy of this form with the date on which the requested information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other State or the United States and is a not seeking government record containing personal information pertaining to a victim or a victim’s family.

\_\_\_\_\_  
Requester (please print name)

\_\_\_\_\_  
Requester signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Records Custodian or Designee

\_\_\_\_\_  
Date

**THE HOUSING AUTHORITY OF THE TOWNSHIP OF WOODBRIDGE**

20 Bunns Lane

Woodbridge, NJ 07095-1460

PH: 732-634-2750 FX: 732-634-8421

**GOVERNMENT RECORDS REQUEST RESPONSE**

Date: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You have a right to appeal the decision that the document or documents are not government records. You may challenge the custodian's decision by filing either an action in Superior Court or a complaint with the Government Records Council established in the Department of Community Affairs.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Records Custodian

**Acknowledgement**

I hereby certify that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requester