2015 GOVERNMENT RECORDS COUNCIL OPRA SEMINAR

101 South Broad Street, 1st Floor
P.O. Box 819
Trenton, NJ 08625-0819

GRC HOTLINE: 1-866-850-0511
OPRA REQUEST REQUIREMENTS

GRC HOTLINE: 1-866-850-0511
FOUR GENERAL RESPONSES TO OPRA REQUESTS

GRC HOTLINE: 1-866-850-0511
Form: In writing; in the form requested (hardcopy, electronic, etc.).

Time: Seven (7) business days EXCEPT Immediate Access records.
TRANSPARENCY

GRC HOTLINE: 1-866-850-0511
GRC COMPLAINT PROCESS

COMPLAINT FILING

Mediation?

Can file with GRC OR Superior Court, not both.

MEDIATION

If settlement reached, process concludes.

If Mediation fails…

STATEMENT OF INFORMATION (“SOI”)

Certified by Records Custodian.

Custodian may request extension of time to respond.

DECISION

Final Decision or Interim Order.

May be sent to the Office of Administrative Law (“OAL”) if there are factual disputes.
DENIAL OF RECORDS

Invalid Request

- Overbroad/Unclear
- Seeks Information
- Requires Custodian to Conduct Research/Create Records
## DENIAL OF RECORDS

### Most Common Exemptions

<table>
<thead>
<tr>
<th>Attorney/Client Privilege</th>
<th>Inter/Intra-agency advisory, consultative, or deliberative material (“ACD”)</th>
<th>Personnel Records N.J.S.A. 47:1A-10 Executive Order 26</th>
<th>Security</th>
<th>Personally Identifying Information</th>
</tr>
</thead>
</table>


## Exemptions Related to Law Enforcement

<table>
<thead>
<tr>
<th>Category</th>
<th>Record Type</th>
<th>Relevant Statutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Investigatory Records</td>
<td></td>
<td>N.J.S.A. 47:1A-1.3(a)</td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ongoing Investigations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juvenile Records</td>
<td></td>
<td>N.J.S.A. 2C:25-33</td>
</tr>
<tr>
<td>Domestic Violence Records</td>
<td></td>
<td>N.J.S.A. 2A:4A-60</td>
</tr>
<tr>
<td>Child Abuse/Title 9 Records</td>
<td></td>
<td>N.J.S.A. 2A:82-46(b)</td>
</tr>
</tbody>
</table>
### Other Exemptions

<table>
<thead>
<tr>
<th>Trade Secrets</th>
<th>Advantage to Competitive Bidders</th>
<th>Information made confidential pursuant to a Court Order</th>
<th>Medical Records</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DENIAL OF RECORDS**
PRIVACY INTERESTS

GRC HOTLINE: 1-866-850-0511
SPECIAL SERVICE CHARGE

GRC HOTLINE: 1-866-850-0511
A Complainant who prevails SHALL be entitled to attorney’s fees.

If the Complainant does not have an attorney, no fees will be awarded.
Upcoming Events

New Jersey League of Municipalities Annual Conference
• Thursday, November 19, 2015
• 2:00PM – 3:40PM, Room 411, Atlantic City Convention Center

OPRA For Law Enforcement Agencies
• Thursday, October 29, 2015
• John H. Stamler Police Academy
• 1776 Raritan Road, Scotch Plains, NJ 07076
• Contact: Karen E. Positan, Assist. Public Information Officer
• Union County Prosecutor’s Office
• (908) 889-6112 (Main Line)

GRC HOTLINE: 1-866-850-0511