

**JOB DESCRIPTION FOR  
CUSTODIAN OF GOVERNMENT RECORDS**

This position reports directly to the President of Brookdale Community College and is responsible for discharging the duties of the Custodian of Government Records imposed by the New Jersey Public Access to Government Records Act “the (“Act”) N.J.S.A. 47:1A-1 et. seq., and for assuring compliance of the College with the Act.

The position of Custodian of Government Records shall include the following responsibilities:

- A. Discharge the duties of Custodian of Government Records as set forth in the Act.
- B. Respond to requests from members of the public or media for College records and information.
- C. Develop the ability of the College to receive and respond to electronically transmitted record requests.
- D. Produce in a timely manner records or information requested which are not otherwise exempt or excluded from the definition of a government record.
- E. Make the initial determination whether access should be denied because access would substantially disrupt College operations.
- F. Make the initial determination whether access should be denied because (i.) the requested record or information is exempt from public access or excluded from the definition of government records; (ii) disclosure would violate individual privacy rights; or (iii) the requested record or information sought pertains to an investigation in progress and disclosure would be inimical to the public interest.
- G. Establish procedures to identify, segregate and protect from disclosure information (including electronically stored information) which is deemed confidential, private and

protected from disclosure, and records which are inter-agency or intra-college office advisory, consultative or deliberative material.

- H. Comply with the requirement of the Act for redaction of certain information prior to allowing access.
- I. Assess and collect the costs of duplicating the record.
- J. Assess and collect special service charges as permitted under the Act.
- K. Develop policies, procedures and forms to implement the requirements of the Act and to monitor compliance therewith.
- L. Arrange for conversion of information where the request is for production in a medium not routinely used, developed and maintained by the College.
- M. Participate in mediation and adjudicating proceedings before the Government Records Council or the Superior Court.
- N. Monitor compliance with the Act by the College community.
- O. Develop means of communicating to other College employees the requirements of the Act for providing access to government records.