



**GOVERNMENT RECORD REQUEST FORM**

To: Brookdale Community College - Government Records Custodian  
Business Administrative Center (BAC) 2nd Floor – Room 205  
T: 732-224-2239 Email: bpassarella@brookdalecc.edu

Government records not exempt from public access may be inspected, examined and copied during regular business hours at the Office of the Custodian of Government Records. Copies may be purchased upon payment of the reproduction fee prescribed.

Special Service Charges will be added where the requested records are voluminous, are not in the format or medium requested, cannot be reproduced by ordinary document copying equipment, reproduction requires a substantial amount of manipulation or where extensive use of information technology is required.

Completion of items 1, 2 and 3 is optional. If you prefer to deliver this form anonymously, you must arrange to return to the Office of the Custodian of Government Records to pay any fees required and to receive access to the requested documents. A deposit may be required from anonymous requestors.

Payment of the applicable Reproduction Fee and any Special Service Charges must be made prior to release or transmission of the record by cash, certified check or money order only.

A statement of your rights to access government records of the College and your rights to appeal a denial of access is set forth on the last page of this Request Form.

Where additional space is required, you may attach additional sheets to this Form.

1. Name of Requestor \_\_\_\_\_
2. Address of Requestor \_\_\_\_\_
3. Telephone number or other means of contacting the Requestor \_\_\_\_\_
4. Description of the government records to be (circle word) examined, reproduced, transmitted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If you wish the above records to be duplicated or transmitted, indicate:

a. How many copies you wish to receive \_\_\_\_\_

b. Check the method of receiving the record(s) and provide an address/number:

Records will be picked up  
Mail \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Other \_\_\_\_\_

6. If you wish the above records to be reproduced by a means other than ordinary copy equipment in ordinary business size and format, describe the special reproduction requested. (NOTE: A Special Service Charge may be imposed for this service.)

7. If the records are not electronically formatted and you wish the College to convert the records to electronic format, describe the conversion and transmission format you are requesting. (NOTE: A Special Service Charge may be imposed for this service.)

8. If you are requesting records containing personal information, please 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.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Requestor

THE SECTION BELOW IS TO BE COMPLETED BY THE CUSTODIAN OF GOVERNMENT RECORDS

\_\_\_\_\_  
Date form was received

\_\_\_\_\_  
Method of delivery of request to Custodian

Inspection, reproduction, transmittal of the requested documents is

GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_

GRANTED IN PART \_\_\_\_\_ (DESCRIBE PART DENIED) \_\_\_\_\_

REASON FOR DENIAL  
\_\_\_\_\_  
\_\_\_\_\_

The records for which access is granted will be available by \_\_\_\_\_

The records cannot be produced within the time otherwise specified because  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Fees: Copies @ .05 each (8 ½ x 11)

Reproduction Fee \$ \_\_\_\_\_

FAX & Mail Handling Charges \$ \_\_\_\_\_

Special Service Charge \$ \_\_\_\_\_

Deposit Required \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

Cash or Certified Check Only Paid Receipt # \_\_\_\_\_

\_\_\_\_\_  
Date form returned to Requestor

\_\_\_\_\_  
Date request fulfilled

\_\_\_\_\_  
Signature of  
Government Records Custodian  
Bonnie Passarella

## NOTICE OF RIGHT TO ACCESS GOVERNMENT RECORDS OF BROOKDALE COMMUNITY COLLEGE

1. The New Jersey Public Access to Government Records Act, also known as the Open Public Records Act, N.J.S.A. 47:1A et seq (OPRA or the Act) requires that the College grant members of the public access to government records as defined in the Act. The Act safeguards from disclosure, proprietary and private records and information.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the Records Custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the Records Custodian receives the Request Form. If you submit the Request Form to any other officer or employee of Brookdale Community College, that officer or employee must either forward the Request to the Records Custodian, or direct you to the Records Custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the Records Custodian is not required to respond until you reappear before the Records Custodian seeking a response to the original request.
4. The fees for duplication of a government record in printed form are listed on the third page of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, certified check or money order payable to Brookdale Community College.
5. You may be charged a 50% or other deposit when a request for copies exceeds \$25. The Records Custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Under OPRA, the Records 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.
7. By law, Brookdale Community College must notify you that it grants or denies a request for access to government records within seven (7) business days after the College's Custodian of Records receives the request. If the record requested is not currently available or is in storage, the Records Custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction or may request an extension of time.
8. You may be denied access to a government record if your request would substantially disrupt College operations and the Records Custodian is unable to reach a reasonable solution with you.
9. If the College is unable to comply with your request for access to a government record, the Records Custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the College's Record Custodian fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
11. If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the College to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC ) by completing the Denial of Access Complaint Form. You may contact the GRC toll-free at 866-850- 0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their website at [www.state.nj.us/grc](http://www.state.nj.us/grc). All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.