



STATE OF NEW JERSEY

# SCHOOLS DEVELOPMENT AUTHORITY

## GOVERNMENT RECORDS REQUEST FORM

Please submit form to: SDA  
Attn: Custodian of Public Records  
PO Box 991  
Trenton, NJ 08625-0991

Phone: 609-858-2900  
Fax: 609-503-2155  
Email: opra@njsda.gov

### Important Notice

The second page of this form contains important information related to your rights concerning government records. Please read it carefully.

### Requestor Information - Please Print

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Affiliation \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Day Time Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Fax Number: (optional) \_\_\_\_\_

Preferred Delivery: E-Mail \_\_\_\_\_ Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site \_\_\_\_\_

**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.  
Are you involved in litigation with the New Jersey Schools Development Authority or in litigation with another entity regarding the records you are requesting? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Payment Information

Maximum Authorization Cost \$ \_\_\_\_\_

Select Payment Method  
Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_

Copying  
Fees: Letter Size @\$0.05/page  
Legal Size @\$0.07/page

Electronic Records: shall be provided free of charge, but the SDA may charge for cost of media, programming, clerical, supervisory assistance and/or substantial use of information technology.

Delivery: Delivery / postage fees additional depending upon delivery type.

Additional Charges: may be charged if extraordinary time/effort required, depending upon request.

**Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

#### SDA USE ONLY

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Est. Document Cost \_\_\_\_\_

Est. Delivery Cost \_\_\_\_\_

Est. Extras Cost \_\_\_\_\_

Total Est. Cost \_\_\_\_\_

Deposit Amount \_\_\_\_\_

Estimated Balance \_\_\_\_\_

Deposit Date \_\_\_\_\_

01.03.200513:41

**Disposition Notes**  
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open \_\_\_\_\_

Denied - Closed \_\_\_\_\_

Filled - Closed \_\_\_\_\_

Partial - Closed \_\_\_\_\_

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
<b>Records Provided</b>			
_____		_____	
<b>Custodian Signature</b>		<b>Date</b>	

**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 New Jersey Schools Development Authority (SDA).
2. In order to request access to government records under Open Public Records Act (OPRA), you must complete all the required portions of and date this request form and deliver it in person during regular business hours or by mail, fax or online electronically to the appropriate custodian of the record requested.
3. The fees for duplication of a government record in printed form are listed below. 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 SDA. The assigned OPRA number should be stated on all checks.
4. 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 permits the records custodian to contact you concerning your request. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
5. You may be charged a 50% or other deposit when a request for copies exceeds \$25. The SDA custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees.
6. 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.
7. By law, the SDA 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.
8. You may be denied access to a government record if your request would substantially disrupt agency operations.
9. If the SDA 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.
10. 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 as required under OPRA, the failure to respond will be considered a denial of your request.
11. If your request for access to a government record has been denied or unfiled within the time permitted by law, you have a right to challenge the decision by the SDA 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](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about law.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.

**New Jersey Schools Development Authority Government Records Access  
Unit Service Rates**

**Copying Rates:**

Letter Size	@\$0.05/page
Legal Size	@\$0.07/page

**Labor Rate for Services Other than Copying:**

Administrative/Clerical	Actual cost as quoted
Professional	Actual cost as quoted

**OIT Rates:**

Band 1	\$77.77/hr
Band 2	\$98.84/hr
Band 3	\$103.63/hr
Band 4	\$106.17/hr

**Supplies Other than Paper and Copier Supplies:**

Compact Disc	<b>Actual Cost</b>
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DVD	<b>Actual Cost</b>
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<b>Special Mailing Costs</b>	<b>Actual Cost</b>
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I UNDERSTAND AND AGREE that if I am requesting a copy of records, I will be required to pay for any records obtained as a result of my request in accordance with the amounts listed in the above fee schedule. In the case of non-standard printed materials or records in other forms not delineated above, the requester will be charged at the actual cost to reproduce the materials or records. If multiple copies of materials or documents are necessary or specifically requested, appropriate reproduction charges will also apply.

\*I agree to pay for fees incurred with this request in the amount no more than \$\_\_\_\_\_.

\*If the cost exceeds this amount, contact me before the records are produced for authorization to proceed.

\*I agree to make payment of records to NJSDA prior to delivery of records.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_