



Bergen County Prosecutor's Office

REQUEST FOR PUBLIC RECORDS

(N.J.S.A. 47:1A-1, et seq.)

A request for Public Records must be submitted on this form which has been adopted by the Prosecutor of Bergen County as the Custodian of Records. Unless a shorter time is otherwise provided by statute, regulation or executive order, a custodian of a government record shall grant access to a government record or deny a request for access to a government record as soon as possible, but not later than seven *business* days after receiving the request, provided that the record is currently available and not in storage or archived. Within seven business days of receiving your request, the custodian will send you a writing indicating that: 1) the record is available and the cost for its production, which must be paid in advance; 2) the record is not a government record and therefore exempt from disclosure; or 3) the custodian cannot provide the record within seven business days, the reason(s) for the delay and an estimate of when the record will be available. Fees for copying public records are established by statute as follows: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page. Pursuant to N.J.S.A. 47:1A-5c., this office may impose a reasonable special service charge if the nature, format, manner of collation, or volume of a government record is such that it cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate your request. To obtain a copy of or access to a government record, complete this form and send it to: **ATTN: OPRA Custodian, Bergen County Prosecutor's Office, Justice Center, 10 Main Street, Hackensack, NJ 07601.**

Be advised that the following are not *government records* and are therefore exempt from disclosure: criminal investigatory records; victim's records; administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security; emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein; security measures and surveillance techniques which, if disclosed, would create a risk to the safety of persons, property, electronic data or software; information which, if disclosed, would give an advantage to competitors or bidders; interagency or intra-agency advisory, consultative or deliberative material; pension and personnel records; and information generated by or on behalf of public employers or public employees in connection with any sexual harassment complaint filed with a public employer or with any grievance filed by or against an individual or in connection with collective negotiations, including documents of strategy or negotiating position.

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court as provided by N.J.S.A. 47:1A-6 and -7. For information about the Government Records Council and its appeal process, go to <http://www.state.nj.us/grc/>.

Print Clearly

Name: _____

Address: _____

Telephone: _____

Government Record Requested: _____

Signature of Requestor

Date



Bergen County Prosecutor's Office

RESPONSE TO REQUEST FOR PUBLIC RECORDS

(To Be Completed by Prosecutor's Office Custodian of Records or Designee)

To: _____
 (Name of Requestor)

The government records you requested are:

- available and consist of _____ pages for a total cost of \$ _____;
- not available for reasons described in the attached writing; or
- are not government records and are exempt from disclosure as described below.

Exempt Category

- Autopsy reports
- Child abuse or sexual assault victim name or address
- Court records (sealed)
- Computer security information
- Credit card numbers
- Grand jury testimony, information
- Grievance information with public employer
- Domestic violence data
- Driver's license numbers
- DYFS information
- Electronic surveillance materials
- Emergency or security information or procedures
- Employee sexual harassment complaints
- Fingerprint cards
- Interagency or intra-agency advisory communications
- Juvenile records
- Labor negotiation information, strategy or positions
- Medical Examiner photographs
- Otherwise inappropriate material
- Pension and personnel records
- Photographs
- Presentence investigations
- Public agency insurance communications
- Safety of persons or public
- Security measures and surveillance techniques
- Social security numbers
- Unlisted telephone numbers
- Victim locations (domestic violence)
- Victim records
- Record has been destroyed pursuant to normal record retention schedules
- Other, see attached writing

Authority

- N.J.S.A. 47:1A-1.1, et seq.*
- N.J.S.A. 2A:82-46b*
- Executive Order 69
- N.J.S.A. 47:1A-1.1, et seq.*
- N.J.S.A. 47:1A-1.1, et seq.*
- Court Rule *R. 3:6-7*
- N.J.S.A. 47:1A-1.1, et seq.*
- N.J.S.A. 2C:25-33*
- N.J.S.A. 47:1A-1.1, et seq.*
- N.J.S.A. 9:6-8.10*
- N.J.S.A. 2A:156A-19*
- N.J.S.A. 47:1A-1.1, et seq.*
- N.J.S.A. 47:1A-1.1, et seq.*
- Executive Order 69
- N.J.S.A. 47:1A-1.1, et seq.*
- N.J.S.A. 2A:4A-60*
- N.J.S.A. 47:1A-1.1, et seq.*
- N.J.S.A. 47:1A-1.1, et seq.*
- Executive Order 69
- N.J.S.A. 47:1A-10*
- N.J.S.A. 47:1A-1.1, et seq.; Executive Order 69*
- State v. DeGeorge, 113 NJ Super. 542 (App.Div. 1971)*
- N.J.S.A. 47:1A-1.1, et seq.*
- N.J.S.A. 47:1A-1.1, et seq.; Executive Order 69*
- N.J.S.A. 47:1A-1.1, et seq.*
- N.J.S.A. 47:1A-1.1, et seq.*
- N.J.S.A. 47:1A-1.1, et seq.*
- N.J.S.A. 47:1A-1.1, et seq.*
- N.J.S.A. 2C:25-26c*
- N.J.S.A. 47:1A-1.1, et seq.*

 Bergen County Prosecutor's Office Custodian of Records or Designee

 Date