



## PUBLIC ACCESS TO GOVERNMENT RECORDS

1. State Law requires that in order to request government records you must complete, sign and date a request form or letter and deliver it in person, by mail or electronically during regular business hours to the Sheriff's Office Custodian of Records or the County Custodian of Records. Your request is not considered filed until the request form has been received by the Sheriff's Office Custodian or County Custodian of Records. If you submit the request form to any other officer or employee of the Atlantic County Sheriff's Office or County of Atlantic, that officer or employee does not have the authority to accept your request form on behalf of the Atlantic County Sheriff's Office or County of Atlantic and you will be directed to the Custodian of the record.
2. If you submit a request for access to government records to someone other than the custodian, and you do not complete a Records Request Form or submit a written letter or e-mail specifying your request is an OPRA request, or attempt to make a request by telephone, the Open Public Records Act and its deadlines, restriction and remedies will not apply to your request.
3. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or any other additional charges authorized by State Law or regulation before processing your request. Payment shall be made by cash, or money order payable to Atlantic County Sheriff's Office.
4. Requests with estimated fees exceeding \$25 must be accompanied by a 50% deposit. Payment in full is required before delivery of copies.
5. By law, the Atlantic County Sheriff's Office must notify you that it grants or denies a request for access to government records within 7 business days after the custodian of records receives the request, provided that the record is currently available and not in storage or archived. If the record requested is not currently available or is in storage or archived, the custodian will advise you within 7 business days when the records can be made available and the estimated cost. You may agree with the custodian to extend the time for granting or denying your request for making records available.
6. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
7. If the Atlantic County Sheriff's Office is unable to comply with your request for access to a government record the custodian will indicate the reason(s) for denial on the request form and send you a signed and dated copy.
8. Except as otherwise provided by law or by agreement with the requestor, if the custodian of the record requested fails to respond to you within 7 business days of receiving a written request, signed request form or e-mail, the failure to respond will be considered a denial of your request.
9. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have the right to challenge a decision by the Atlantic County Sheriff's Office or the County of Atlantic 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) located in the Department of Community Affairs. You may contact the GRC by telephone.
10. Information provided on this form may be subject to disclosure under the Open Public Records Act.