

The Board recognizes that, in the interest of an informed citizenry and accountable public officials, offices and employees, it is committed to the public policy of the State of New Jersey that government records must be readily accessible for inspection, copying or examination by the public, with certain expectations, for the protection of the public. The Board further recognizes that any limitations on the right of access to the records should be interpreted in favor of the public's right to access. The Board shall strive to balance the public's interest in government records, respect for personnel personal privacy and the efficient process of government.

The "New Jersey Open Public Records Act" (OPRA) sets forth the Board's obligation in the area of public records disclosure and provides procedures for Board personnel and public requesters to follow. The Board shall promulgate rules and regulations to ensure the maintenance of government records as defined under OPRA for access by the public, develop a procedure for making a records request, appoint a custodian of government records, develop a response procedure to each request, set a cost for reproduction of records and develop an appeal procedure. The Board acknowledges that the promulgation of all rules and regulations and other procedures or guidelines shall be in accordance with the "Act."

The Board understands that a request for records under the "Act" does not prohibit a request made under Common Law or Rules Governing the Courts of the State of New Jersey.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this Policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This Policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this Policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this Policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision, paragraph, sentence, clause or phrase set forth in this Policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Policy.

Legal References: N.J.S.A 47:1A et seq., "Open Public Records Act"
New Jersey Court Rules – R.3:13-3;
R. 7:7-7

1st Reading: October 15, 2018

Effective Date:

2nd Reading:

Revised Date: