

Open Public Records Act
(OPRA, N.J.S.A. 47:1A-1 et seq.)

New Jersey City University (NJCU) Procedures for Public Access to University Records

Pursuant to the New Jersey Open Public Record Act (OPRA, N.J.S.A. 47: 1A-1 et seq.) (Act) the following procedures are available to access public records from the University:

1. A request for access to a government record from the University must be made on the University request form and hand delivered, mailed, scanned and transmitted electronically (e-mail), or otherwise conveyed to the University custodian. The form must be signed. The University request form for government records is available as appendix A (attached), on the NJCU website as OPRA, and in the custodian's office at New Jersey City University 2039 Kennedy Boulevard, Hepburn Hall, Room 606, Jersey City, New Jersey 07310.
2. A government record is defined under the law as (1) any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound recording or in a similar device, or any copy of such record: and (2) it must be made, maintained or kept on file in the course of official business by the University, or it must have been received in the course of official business by the University.
3. Upon receipt of the completed University request form, the University custodian will respond to the requestor within seven (7) business days provided that the record is archived or in storage. The request will not be considered filed until the request form has been received by the University custodian. Within that same period, the University custodian shall grant access to the University record or deny a request for access according to one of the stated exclusions or exceptions in the Act or other exclusions or exemptions as set forth in state or federal law, provided that the record is currently available and not in storage or archived.

If the custodian is unable to comply with the written request contained in the filed University request form because of an exclusion or exception, the custodian shall indicate the specific reason on the request form and promptly return it to the requestor. If the University custodian states that part of a particular University record is exempt or excluded from public access under the law, the University custodian shall delete or excise from a copy of the record that portion which the custodian states is exempted or excluded from public access and shall promptly permit access to the remainder of the record.

If the University record is in storage or archived, the University custodian will advise the requestor within seven (7) business days after receipt of the written request. The University custodian will advise the requestor when the record can be made available. If the record is not made available by that time, access shall be deemed denied.

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