

# **Rowan University/Rutgers-Camden Board of Governors**

## **Open Public Records Act Policy and Procedures**

### **Policy**

New Jersey law relating to the public's right to access government records has been codified under the Open Public Records Act (OPRA). Members of the general public are granted access to all records maintained by the Rowan University/Rutgers-Camden Board of Governors (Joint Board) unless specifically exempted by OPRA or other state or federal law, regulations or order. Such access shall be through the Joint Board's designated Custodian of Records. This policy will establish procedures for the receipt and processing of requests for access to the Joint Board's public records.

### **Procedures**

#### A. Custodian of Records.

The Joint Board has appointed a Custodian of Records to execute the Joint Board's obligation to provide access to government records in compliance with OPRA.

The Custodian of Records has sole authority to provide or deny access to Joint Board records under OPRA..

The Custodian of Records has the following responsibilities.

1. Ensure that procedures are in place so that requests for Joint Board records are received, reviewed and fulfilled, as required by law.
2. Review all requests for access to department records that are held and maintained by the Joint Board and make certain that requests are appropriately acted upon within the time prescribed by law.

#### B. Public Access

The Open Public Records Act provides procedures for the public (the "requester") to review or copy government records. To access government records, a requester must determine which records he or she wishes to see or copy, and then determine which public agency holds them. OPRA applies to requests for records, not request for isolated facts.

In order to be considered a valid request under OPRA, the request must identify the specific record(s) desired, the request must be submitted to the Custodian of Records and the request must be in writing on the agency's records request form or some other written format (such as a letter, e-mail or fax) that clearly mentions OPRA. The Joint Board's OPRA Request Form can be downloaded.

Additional information regarding OPRA is available at: <https://www.nj.gov/grc/public/request>