SALEM COUNTY IMPROVEMENT AUTHORITY

Resolution 12-

Resolution Adopting Policy and Procedures for Open Public Records Act Requests

WHEREAS, it is the policy of the Salem County Improvement Authority to comply with all applicable Federal, State and Local Laws and to operate in an environment of transparency to the Public; and

WHEREAS, the Salem County Improvement Authority has recently experienced a significant increase in activity regarding Open Public Records Requests; and

WHEREAS, the Salem County Improvement Authority has determined it to be in the organization’s best interest to adopt a written Policy and Procedure pertaining to the New Jersey Open Public Records Act;

NOW THEREFORE, BE IT RESOLVED by the Salem County Improvement Authority that the Board adopt a Policy and Procedure to govern Open Public Records Requests, attached hereto are hereby adopted.

BE IT FURTHER RESOLVED that this Policy and Procedure be conveyed to all SCIA Employees. In the event there is a conflict between this Policy and Procedures and Federal or State law, the terms and conditions of that law shall prevail.

BE IT RESOLVED FURTHER RESOLVED that the Executive Director as previously appointed the official SCIA Records Custodian, is responsible for administering this Policy and Procedure and shall be assisted by staff and the SCIA Solicitor as needed.

ATTEST:

[Signatures]

Ron Howard, Secretary

John Ober, Chairman

July 23, 2012

Date
CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the Salem County Improvement Authority at a regular meeting held July, 23, 2012.

Ron Howard, Secretary
SALEM COUNTY IMPROVEMENT AUTHORITY

POLICY AND PROCEDURE REGARDING
OPEN PUBLIC RECORDS ACT REQUESTS

The Salem County Improvement Authority (SCIA) is committed to operate in an environment of transparency to the Public and this policy and procedure has been created to assist the organization in complying with New Jersey’s Open Public Records Act as set forth in N.J. S. A. 47:1A-1 et seq. (hereinafter referred to as “OPRA”).

Applicability

This policy applies to all employees of the SCIA and pertains to all government records of the SCIA as defined by N.J.S.A. 47:1A-1.1.

Purpose

This policy is designed to ensure that all employees of the SCIA understand:

1. The requirements of the Open Public Records Act and how the SCIA complies with those provisions.
2. Who the record custodian is for the SCIA.
3. The requirements of OPRA.

Policy

The SCIA will follow the provisions of OPRA and will utilize the Government Records Counsel (GRC) Handbook for Records Custodians to guide it in meeting these objectives.

Procedures

1. The SCIA will appoint a Records Custodian and provide staff, support, equipment and other resources as needed to insure timely response to document requests submitted pursuant to OPRA.
2. The SCIA shall require that the Records Custodian shall collect reasonable fees from the requestor, as permitted under OPRA. These fees shall include, but not be limited to, per page copy costs, medium conversion costs, and special services charges.
3. Whenever a person shall make a request to inspect Government Records onsite under OPRA, the Records Custodian shall, in his/her sole discretion assign a SCIA employee to monitor the inspection to insure the integrity of the Government Records being inspected. In the event of such an inspection which requires a monitor, the Records Custodian shall charge a fee to the requestor equal to the hourly rate of the SCIA employee required to monitor the records inspection. There shall be no fees charged under this section for any inspections which are less than 2 cumulative hours (120 minutes) per day.
4. The Records Custodian will insure that an Open Public Records Request Form is developed and maintained in hard copy and is made available through the SCIA website, fax, mail or pick up.

5. The Records Custodian will insure that instructions are provided to requestors regarding how and where requests are to be submitted. To further this goal, the SCIA has developed a separate e-mail address records.custodian@sci.ri.org to receive OPRA requests, in addition to the organizations regular mail and fax at the Main Office.

6. The Record Custodian shall develop and maintain an OPRA request tracking log and shall report to the SCIA Members on OPRA activity from time to time.

7. All staff shall give priority attention to document requests from the Record Custodian and shall track all time and expenses associated with the production of each OPRA request.

8. The SCIA Solicitor shall be available to the Records Custodian on an as needed basis.

9. The Records Custodian shall follow and abide by all statutes, regulations, directives, opinions and case law regarding OPRA.

[Signature]
July 23, 2012