

**SALEM COUNTY IMPROVEMENT AUTHORITY**

**Resolution 2024-71**

**September 12, 2024**

**RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY**  
**APPROVING OPEN PUBLIC RECORDS ACT FORM**

**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**, In accordance with P.L. 2024, c. 16 (effective September 3, 2024), all agencies subject to OPRA will be required to "adopt the form established by the Government Records Council . . . for the use of any person who requests access to a government record held or controlled by the public agency." N.J.S.A.47:1A-5(f); and

**WHEREAS**, In accordance with this new requirement, the Government Records Council ("GRC") has established an updated version of the old "Model OPRA request form" to include the following required items: 1) certifiable statements addressing commercial purpose and pending litigation have been added to the "Requestor Information" box; 2) new and amended exemptions have been added to the "Reasons For Denial" list, and 3) the information page has been changed to reflect relevant new and amended provisions.;

**NOW THEREFORE, BE IT RESOLVED** by the Salem County Improvement Authority that the Board approves the updated Open Public Records Requests form, a copy of which is attached hereto as Exhibit A.

**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:**

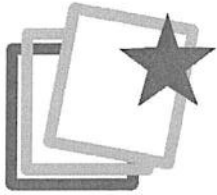
  
Barry Davis, Secretary

  
Susan Bestwick, Chairperson

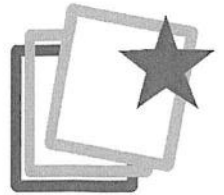
**CERTIFICATION**

I certify that the foregoing is a true copy of a Resolution adopted by the Salem County Improvement Authority at a meeting thereof held on September 12, 2024.

  
Barry Davis, Secretary



Salem County Improvement Authority  
**OPEN PUBLIC RECORDS ACT REQUEST FORM**  
 286 Welchville Road, Alloway, NJ 08001  
 (856) 935-7900 & (856) 935-7331 (Fax)  
 recordscustodian@scianj.org  
 Salem County Improvement Authority



**Important Notice**

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

**Requestor Information – Please Print**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ FAX \_\_\_\_\_  
 Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On-Site Inspect \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
 Under penalty of N.J.S.A. 2C:28-3, I certify that  
 1. I  **HAVE** /  **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States;  
 2. I, or another person,  **WILL** /  **WILL NOT** use the requested government records for a commercial purpose;  
 3. I  **AM** /  **AM NOT** seeking records in connection with a legal proceeding.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information**

Maximum Authorization Cost \$ \_\_\_\_\_  
 Select Payment Method  
 Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_  
 Fees: Letter size pages - \$0.05 per page  
 Legal size pages - \$0.07 per page  
 Other materials (CD, DVD, etc) – actual cost of material  
 Delivery: Delivery / postage fees additional depending upon delivery type.  
 Extras: Special service charge dependent upon request.

**Record Request Information:** Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

**Note:** If you confirmed above that the records sought are in connection with a legal proceeding, identification of that proceeding is required below.

**AGENCY USE ONLY**

Est. Document Cost \_\_\_\_\_  
 Est. Delivery Cost \_\_\_\_\_  
 Est. Extras Cost \_\_\_\_\_  
 Total Est. Cost \_\_\_\_\_  
 Deposit Amount \_\_\_\_\_  
 Estimated Balance \_\_\_\_\_  
 Deposit Date \_\_\_\_\_

**AGENCY USE ONLY**

**Disposition Notes**  
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.  
 In Progress - Open \_\_\_\_\_  
 Denied - Closed \_\_\_\_\_  
 Filled - Closed \_\_\_\_\_  
 Partial - Closed \_\_\_\_\_

**AGENCY USE ONLY**

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature _____		Date _____	