



CUSTODIAN OF PUBLIC RECORDS

505 Ramapo Valley Road, Mahwah, NJ 07430-1680

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Procedures for Handling Open Public Records Act (OPRA) Requests

1. All requests for College records or other information must be referred to the College Custodian of Public Records located in Mansion Room 211-B. Individual offices or employees are not to accept request forms under any circumstances, and must direct all requestors to the Custodian of Public Records.
2. The Custodian of Public Records, upon receipt of a properly completed written Request For Government Records form, will:
 - a. Review the request, in consultation with the appropriate division or unit, to insure the necessary request form information is provided to the Custodian; and,
 - b. Determine if the requested information is accessible through OPRA. When the Custodian believes access to a record should be denied, the Custodian will seek consultation with legal counsel to determine final disposition of the request.

If the request cannot be satisfied on the same day as the request is filed, the above steps 2a and 2b should be taken within the first three business days of the date the request was filed.

3. If the requested information can be provided within seven business days, the Custodian of Public Records will notify the requestor when and where the records or information will be made available. Also, the requestor will be informed of the estimated cost of any copying or electronic duplication required to pay for the request materials.

Generally, this step should occur within five business days of the date the request was filed.

4. If the requested information is not accessible through the College pursuant to OPRA, all or parts of the requested information cannot be provided to the requestor within seven business days, the Custodian of Public Records will provide the necessary notice in writing to the requestor indicating the status of the request and costs involved.

Under OPRA, this step must occur within seven business days of the date the request was filed.