



## Rowan College of South Jersey

Administrative Procedure: 2009

### OPEN PUBLIC ACCESS TO RECORDS

#### The Law

In compliance with NJSA 47:1A-1 et seq., also known as the Open Public Records Act (“OPRA”), the College will appoint a custodian of government records (“custodian”) to comply with all provisions of the Act.

#### Access

The custodian will develop the capacity to receive and respond to all written, hand-delivered, mailed, electronically transmitted, or otherwise conveyed requests for public documents and records.

As soon as possible, but not later than seven (7) business days after receiving the request, access to or copies or electronic formats of the document will be made available provided the record is currently available and not in storage or archived.

#### Form

The custodian will provide the form for use by any person who requests access to College records by emailing: [CustodianGovtRecords@rcsj.edu](mailto:CustodianGovtRecords@rcsj.edu)

#### Fees

The College will charge the following fees for copies:

- |                                  |  |
|----------------------------------|--|
| • Letter size pages              | 5¢ per page  |
| • Legal size pages               | 7¢ per page  |
| • Electronic transmission        | no charge  |
| • 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.                 |

**Protected From Disclosure**

The custodian will redact from records any information that would disclose social security numbers, credit card numbers, unlisted telephone, and/or driver license numbers.

The custodian will make the initial determination whether access should be denied because:

- the requested record or information is exempt from public access or excluded from the definition of government record;
- disclosure would violate individual privacy rights; or
- the requested record or information sought pertains to an investigation in progress and disclosure would be harmful to the public interest.

**Point of Contact**

The custodian answers to the President of the College and is the principal point of contact for all OPRA requests:

Custodian of Government Records  
Rowan College of South Jersey  
College Center, Room 117  
1400 Tanyard Road  
Sewell, New Jersey 08080

[CustodianGovtRecords@rcsj.edu](mailto:CustodianGovtRecords@rcsj.edu)

Area: General Administration  
Approved: 07/01/19

President's Authorization:



References:

Rowan College of South Jersey Board of Trustees Policy Manual, *2009 Open Public Access to Records and 8304 Student Records*

Rowan College of South Jersey Administrative Procedure, *8304 Student Records*

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