PUBLIC RECORDS REQUEST FORM
Rowan University
201 Mullica Hill Road
Glassboro, New Jersey 08028

See Instructions on Reverse Side

Section I – Requestor Information: (See Note Below) – Please PRINT or TYPE all information
First          Middle       Last

Name:__________________________________________________________

Company:________________________________________________________
Telephone: (____)______

Address:________________________________________________________
E-mail:_________________________________________________________

State:_________________________City:_________________________Zip:________

Under penalty of N.J.S.A. 2C:28-3, have you been convicted of any indictable offense under the Laws of any state or the United States? □ Yes □ No
Are you a citizen of the United States? □ Yes □ No

Signature:_________________________________Date:______________

Section II – Records Request Information: Give a description of the records you are requesting. Add additional pages if needed.
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Section III – Payment Information - □ Cash □ Check □ Change □ Money Order
Note: To request University records under the Open Public Records Act (OPRA), sections I, II, and III of this form must be completed and delivered by an appropriate means to Richard Hale, Vice President for Administration and Finance, the Custodian of Records in Linden Hall.

Section IV – FOR ADMINISTRATIVE PURPOSE ONLY
Tracking#:________________________________________Total # of pages:

Disposition Detail - □ Filled □ Denied □ Partially Filled (If request is denied, list the reason below.)
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Charges
Number of Pages:  
1st – 10th pages: x $0.75 per page  
11th – 20th pages: x $0.50 per page  
All pages over 20: x $0.25 per page  
Grand Total: ______________________________________________________

Special Delivery Fee: ______________________ Special Service Fee: ______________________

Due to: ___________________________________________ Due to: ______________________

Custodian Signature:________________________________________Date:______________
Process for Obtaining Records of Rowan University

A. Requests to View Records
Requests for access to records must be submitted to Richard Hale, Vice President for Administration and Finance, the Custodian of Records in Linden Hall using this form. (The mailing address is Office of the Vice President for Administration and Finance, Rowan University, 201 Mullica Hill Rd., Glassboro, NJ 08028.) Available records may be inspected, examined, and copied by a citizen of New Jersey during regular business hours, which are 8:00 a.m. to 4:00 p.m., Monday through Friday from mid-August to mid-May and 7:30 a.m. to 5:00 p.m., Monday through Thursday from mid-May to mid-August.

B. Copies of Records; Payment for Copies
1. Requests for copies of records must be submitted to the Office of the Vice President for Administration and Finance in Linden Hall using this form. (See section A for the mailing address.) A copy or copies of a University record may be purchased by a citizen of New Jersey upon payment of the required fee of $0.75 per page for the first page to the tenth page, $0.50 per page for the eleventh page to the twentieth page and $0.25 per page for each page over twenty.
2. In cases where records cannot be reproduced by ordinary document copying equipment in ordinary business size or where copying of records involves an extraordinary expenditure of time and effort, the University fee will include, in addition to the fees noted above, special service charges, as follows: $45 per hour for administrative or professional services and $15 per hour for clerical services. There will also be additional charges for oversized copies and for color copies. Requestors will be provided with estimates of the time and expense in advance and will have the opportunity to object to the charge.
3. When the cost of duplication of a record will exceed $25, a deposit may be required before copying is begun.
4. Payment shall be required before copies will be provided to requestors.

C. Non- Availability of Records
1. If the Office of the Vice President for Administration and Finance is unable to comply with a request for access, the specific reason will be provided on the request form and a copy of the form will be returned to the requestor.
2. If a requested record is temporarily unavailable because it is in use or in storage, information about when the record will be available will be provided on the request form and a copy of the form will be returned to the requestor.
3. If a request for access to a record would substantially disrupt University operations, an attempt will be made to reach a reasonable solution with the requestor that accommodates the interests of the requestor and the University. If the Office of Administration and Finance is unable to reach a satisfactory arrangement with the requestor, the requestor may be denied access to the requested record.

D. Time Limits
If a requested record is currently available and not in storage or archived, access to that record or reasons for the denial of the request will be provided within seven business days of receipt of the request. Failure of the Office of Administration and Finance to respond within seven days may be treated by the requestor of the record as a denial.

E. Appeals Process for Denial of Access to a Record or Document
Denial by the Office of Administration and Finance of access to a University record or document may be challenged either by filing an action in Superior Court or by filing a complaint with the Government Records Council established pursuant to N.J.S. 47:1A-7. The Government Records Council may be contacted by toll-free telephone at 866 850-0511, by mail at PO Box 819, Trenton, NJ 08625 or by email at grc@dca.state.nj.us or via its web site at www.nj.gov/grc.