

OPEN PUBLIC RECORDS ACT

Kean University

Notice to Requestors of University Records

Kean University, in compliance with the New Jersey Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1 et seq., hereby provides notice that all University Records, other than those identified by OPRA as exempt or as exceptions to disclosure and those protected from disclosure by "State or federal statutes and regulations, Executive Orders of the Governor, Rules of Court, Constitution of this State, or judicial case law." N.J.S.A. 47:1A-9(a)-(b), will be available for inspection or copying according to the following process:

1. Laura Barkley-Haelig, Office of University Counsel, is the OPRA Custodian. Any public request for records or for answers to any questions concerning the University's administration of OPRA should be directed to the OPRA Custodian via electronic mail at KeanOPRA@kean.edu.
2. Members of the public requesting University records must submit a request in writing, hand-delivered, mailed or transmitted electronically to the OPRA Custodian, which must include a brief but clear description of the record(s) sought, certification, signature and date. The University prefers requests for records covered under OPRA be made by submitting a completed [OPRA REQUEST FORM](#) by e-mail to KeanOPRA@kean.edu or sent to Kean University, Attention: OPRA Custodian, Office of University Counsel, 1000 Morris Avenue, Union, New Jersey 07083. A non-form request must include all components required by N.J.S.A. 47:1A-5(f) and (g). Requests that do not include the required information will be denied as invalid. The OPRA request form is also available on the Kean University website at: <https://www.kean.edu/media/open-public-records-act-request-form>.
3. The request will not be considered filed until the request form has been received by the OPRA Custodian. Upon receipt of the request, the OPRA Custodian, in accordance with applicable law, will provide the records as soon as possible. OPRA provides that certain records are to be made accessible within seven (7) business days, or fourteen (14) business days where applicable, unless they are in storage, archived, or otherwise cannot be made available within that time. If the records cannot be made available to the requestor in the time frame specified in the statute, the OPRA Custodian will state the reason(s) why the requested records or some part thereof will not be provided.
4. Persons requesting copies of records in accordance with OPRA are responsible for all costs associated with reproducing records. All requests with fees estimated to exceed \$25 will require payment of a 50% deposit. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter is:
 - Letter sized pages --- \$.05
 - Legal sized pages --- \$.07
 - Other materials --- actual cost of material
5. In cases where records cannot be reproduced by ordinary document copying equipment in ordinary business size or where extraordinary time and effort are necessary to accommodate a request, OPRA allows a special service charge. In this case, the University will charge whatever the actual cost of the accommodations necessary to complete the request.
6. The requestor has the opportunity under OPRA to review and object to any charges before they are incurred, but payment must be made before a copy of the record is provided to the requestor.
7. If a request for access to a government record has been denied, you have a right to appeal or to challenge the denial of access. The requestor may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council ("GRC") by completing the Denial of Access Complaint Form. The GRC can answer general inquiries about OPRA. You may contact the GRC by toll-free telephone at 866-850-0511; by mail at P.O. Box 819, Trenton, NJ, 08625; by e-mail at Government.Records@dca.state.nj.gov; or, at the GRC website at www.state.nj.us/grc. Please see the [OPRA REQUEST FORM](#) for additional information.