



**City of Newark
NEW JERSEY
GOVERNMENT RECORDS REQUEST FORM
(GENERAL FORM)**

OPRA# _____
Office of the City Clerk
Kecia Daniels, Acting City Clerk
920 Broad St.
City Hall, Room, 306
Newark, New Jersey 07102
Telephone: (973) 424-4116
Facsimile: (973) 353-8464
OPRA@ci.newark.nj.us

Important Notice
The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name Rob MI _____ Last Name Schilling
 Company Energy Policy Advocates
 Mailing Address 502 Berwick Ct
 City Charlottesville State VA Zip 22901 Email schilling@allhookedup.com
 Business Hours Telephone: Area Code 434 Number 202-4376 Extension _____
 Fax Telephone: _____
 Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____ **Email**
Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE** **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
 Signature [Signature] Date 11/9/2022

Payment Information

Maximum Authorization Cost \$ 100
 Select Payment Method
 Cash _____ Check _____ Money Order _____
 Fees: Per Page – @\$0.05
 Business Paper
 Per Page – @\$0.07
 Legal Paper
 Delivery: Delivery / postage fees additional depending upon delivery type.
 Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

On behalf of Energy Policy Advocates, a non-profit public policy organization, please provide us copies of all electronic correspondence, and any accompanying information, including also any attachments, a) sent to or from or copying (whether as cc: or bcc:) Mayor Ras Barka that, b) includes, anywhere, whether in an email address, in the sent, to, from, cc, bcc fields, or the subject fields or body of an email or email "thread", including also in any attachments, i) @earthrights.org, ii) @igsd.org, and/or iii) jorge.mursuli@gmail.com, and c) is dated any time from June 1, 2020 through June 1, 2021, inclusive. We request entire "threads" of which any responsive electronic correspondence is a part, regardless whether any portion falls outside of the above time parameter.

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
Application # _____	Total	_____
Rec'd Date _____	Deposit	_____
Ready Date _____	Balance Due	_____
Total Pages _____	Balance Paid	_____
Records Provided		
OPRA Representative Signature _____		Date _____

Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. This form should only be used to submit records requests to *the City of Newark*.
2. Complete and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the *City of Newark*, that officer or employee may not have the authority to accept your request form on behalf of the *City of Newark* and your request will be directed to the appropriate division custodian. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the *City of Newark* request form, or attempt to make a request for access by telephone or fax; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by check or money order payable to the *City of Newark*.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
6. ***You may be charged a 50% or other deposit when a request for copies exceeds \$5.*** The Office of the City Clerk will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
8. By law, the *City of Newark* must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
9. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
10. If the *City of Newark* is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial in writing and send you a signed and dated copy.
11. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
12. If your request for access to a government record has been denied or unfiled within the time permitted by law, you have a right to challenge the decision by the *City of Newark* to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.nj.gov/grc. The Council can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.