

All requests for copies of official public records must be made in accordance with the State of New Jersey's Open Public Records Act (N.J.S.A. 47:1A-1 et seq.). An example is in the form below.

A request for access to a government record must be in writing and hand-delivered, mailed, transmitted electronically, or otherwise conveyed **to the appropriate custodian**. N.J.S.A. 47:1A-5.g. The time frame to fulfill a request for access to government records under OPRA does not begin until the request form or equivalent written request has been delivered to the appropriate records custodian. Sending a records request to the wrong officer or employee may result in a delay of the fulfillment of the request. In the City of Rahway the City Clerk is the official Records Custodian.

Requestors must be as specific as possible when requesting records. **A valid request identifies a specific type of record, address, Block/Lot of property (properties), parties to the correspondence, dates/date range, and subject matter.** Requests for information or requests that ask **questions are NOT valid OPRA requests.**

Only submit requests by one method. **You do not need to hand-deliver, mail, email, and fax the completed form.** Please be advised that **records provided via e-mail and facsimile are free of charge.**

You can **search for open permits** by using the following link:
<http://www.sdlportal.com/login?redirect=http%3A%2F%2Fwww.sdlportal.com%2Ftowns%2Fnj%2Funion%2Frahway>

Please note, the Office of the City Clerk no longer handles documents created and maintained by the Rahway Police Department. In order to obtain documents they are the custodian of, please file a request at <http://www.rahwaypolice.com/>.

For Road and Sidewalk programs, please check: <https://www.cityofrahway.org/departments/community-development/division-of-engineering/road-and-sidewalk-programs/>

Common Records Requested	
<i>Please Note: This is not an exhaustive list of records available</i>	
For Those Buying/Selling A Home	Open and Closed Permits, Liens On The Property or Taxes Owed, Zoning Violations, Property Violations, and Property Record Card
Building/Construction Records	Open and Closed Permits, Permit Fee Log, Certificate of Oil Tank Removal * Building plans are protected from disclosure pursuant to OPRA
Tax Assessor Records	Property Record Card <i>Please Note:</i> The Union County Clerk's Office maintains deeds and previous owner information. Also, the city's tax map can be found here: http://cityofrahway.org/wp-content/uploads/2015/12/CityofRahwayTaxMap.pdf
Tax Collector's Records	Delinquent Tax Report and Tax Liens <i>Please Note:</i> For owner information on a property, the department needs a specific address
Planning and Zoning Records	Planning/Zoning Violations and Applications
Property Maintenance	Certificate Of Occupancy Records, Vacant Property List And Records Of Inspection
Health Records	Animal control records, Food Inspection Reports
Human Resources/ Payroll Records	Human Resource Procedures, and Salary and Payroll Reports
Engineering Records	Road maps, Street maps, zoning maps, roadwork, right of way permits, extending of driveways, and road openings

Finance Records	Information Regarding Budgets and Expenditures
Fire Records	Inspection or Damage Records And Records Of Multi-Family Dwellings, Containing 3 Or More Units
Property Maintenance Records	Vacant Property Registration, Certificate Of Occupancy Records, And Records Of Inspection
Water & Sewer Records	Outstanding water bills <i>Please Note:</i> Specific addresses are needed for records

Please continue below to see an example of a filled out form.

Looking for Building Permit History? Open and closed building permits?

Follow these QUICK, SIMPLE steps

1. Visit the Department of Building, Planning & Economic Development's Web Page: <http://cityofrahway.org/departments/building-planning-economic-development/>
2. Click on "Looking for Open Permits on a Property? View them in our online portal."
3. Sign up with a user ID and password or login if you already have an ID and password.
4. If you know the permit number, enter it in the field marked "Check a Status" and click on the green "Go" button.
5. If you do not know the permit number, click on "Full Permit Search" and search by permit number, control number, project number, owner, address, etc.

There is NO CHARGE for this service.

If you have any questions about Building Permits, please contact the Department of Building, Planning & Economic Development at (732) 827-2087.



CITY OF RAHWAY

OPEN PUBLIC RECORDS ACT (OPRA) REQUEST FORM

1 City Hall Plaza, Rahway, NJ 07065
PHONE: (732) 827-2100; FAX (732) 815-1417

www.cityofrahway.org

Office of The City Clerk ~ OPRA@cityofrahway.com

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name JJ MI _____ Last Name Doe

E-mail Address JJD@cityofrahway.com

Mailing Address 1 City Hall Plaza

City Rahway State NJ Zip 07065

Telephone 732-827-2100 FAX 732-815-1417

Preferred Delivery: Pick Up US Mail On-Site Inspect Fax E-mail

Records provided via e-mail and facsimile are free of charge

If you are requesting records containing personal information, please 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 JJD Date 04/16/2021

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash Check Money Order

Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
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.

Record Request Information: Please be as specific as possible in describing the records being requested. This includes asking for a specific record type and providing a date range.
Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Common Requests include: Copies of Minutes, Resolutions, Ordinances; Open & Closed Permits; Property Record Card; Code Violations; Tax Payment History; Vacant Property Listing; Tax Lien List

Records for a Specific Property:

Address 123 ABC Street Block 456 Lot 78

- Open and Closed Permits from January 2010 to December 2020
- Most Recent Certificate of Occupancy
- Most Recent Property Record Card
- Most Current Tax Bill & Outstanding Liens On Home
- Property Violation Report Covering from January 2010 to December 2020

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	
Tracking #		Total	
Rec'd Date		Deposit	
Response Due Date		Balance Due	
Ready Date		Balance Paid	
Total Pages			
Records Provided			
Custodian Signature		Date	

DEPOSITS

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. **Response is due to requestor as soon as possible, but no later than seven business days.**)

N.J.S.A. 47:1A-1.1

- Inter-agency or intra-agency advisory, consultative or deliberative material
- Legislative records
- Law enforcement records:
 - Medical examiner photos
 - Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed)
 - Victims' records
- Trade secrets and proprietary commercial or financial information
- Any record within the attorney-client privilege
- Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer security
- Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
- Security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software
- Information which, if disclosed, would give an advantage to competitors or bidders
- Information generated by or on behalf of public employers or public employees in connection with:
 - Any sexual harassment complaint filed with a public employer
 - Any grievance filed by or against an employee
 - Collective negotiations documents and statements of strategy or negotiating
- Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- Information that is to be kept confidential pursuant to court order
- Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
- Social security numbers
- Credit card numbers
- Unlisted telephone numbers
- Drivers' license numbers
- Certain records of higher education institutions:
 - Research records
 - Questions or scores for exam for employment or academics
 - Charitable contribution information
 - Rare book collections gifted for limited access
 - Admission applications
 - Student records, grievances or disciplinary proceedings revealing a students' identification
- Biotechnology trade secrets **N.J.S.A. 47:1A-1.2**
- Convicts requesting their victims' records **N.J.S.A. 47:1A-2.2**
- Ongoing investigations of non-law enforcement agencies (must prove disclosure is inimical to the public interest) **N.J.S.A. 47:1A-3.a.**
- Public defender records **N.J.S.A. 47:1A-5.k.**
- Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and privileges created by State Constitution, statute, court rule or judicial case law **N.J.S.A. 47:1A-9**
- Personnel and pension records (however, the following information must be disclosed:
 - An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received
 - When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the US, or when authorized by an individual in interest
 - Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information **N.J.S.A. 47:1A-10**

N.J.S.A. 47:1A-1

- "A public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy."

Burnett v. County of Bergen, 198 N.J. 408 (2009). Without ambiguity, the court held that the privacy provision "is neither a preface nor a preamble." Rather, "the very language expressed in the privacy clause reveals its substantive nature; it does not offer reasons why OPRA was adopted, as preambles typically do; instead, it focuses on the law's implementation." "Specifically, it imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable privacy interests."

Executive Order No. 21 (McGreevey 2002)

- Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism.
- Records exempted from disclosure by State agencies' proposed rules.

Executive Order No. 26 (McGreevey 2002)

- Certain records maintained by the Office of the Governor
- Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing
- Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments
- Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation
- Information in a personal income or other tax return
- Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness, except as otherwise required by law to be disclosed
- Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing
- Records in the possession of another department (including NJ Office of Information Technology or State Archives) when those records are made confidential by regulation or EO 9.

Other Exemption(s) contained in a State statute, resolution of either or both House of the Legislature, regulation, Executive Order, Rules of Court, any federal law, federal regulation or federal order pursuant to N.J.S.A. 47:1A-9.a.

(Please provide detailed information regarding the exemption from disclosure for which you are relying to deny access to government records. If multiple records are requested, be specific as to which exemption(s) apply to each record.)

REQUEST FOR RECORDS UNDER THE COMMON LAW

If, in addition to requesting records under OPRA, you are also requesting the government records under the common law, please check the box below.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

Yes, I am also requesting the documents under common law.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in preventing disclosure.

Please set forth your interest in the subject matter contained in the requested material:

Note that any challenge to a denial of a request for records under the common law cannot be made to the Government Records Council, as the Government Records Council only has jurisdiction to adjudicate challenges to denials of OPRA requests. A challenge to the denial of access under the common law can be made by filing an action in Superior Court.

1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the **appropriate custodian**. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the **City of Rahway**, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original 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 service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the **City of Rahway**.
5. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The **City of Rahway** custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. 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. This includes anonymous requests for said information.
7. By law, the **City of Rahway** must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
8. 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.
9. If the **City of Rahway** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
11. If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the **City of Rahway** to deny access. At your option, you 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. 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.state.nj.us/grc. The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.