

**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 federal or other State law, will be available for inspection or copying according to the following process:

1. Laura Barkley-Haelig, Associate Director of the Office of Human Resources, is the Custodian of Records under OPRA and oversees compliance with OPRA. Any public request for records or other information or for answers to any questions concerning the University's administration of OPRA must be directed to the Custodian at the Kean University Office of Human Resources, Administration Building, 2<sup>nd</sup> Floor, 1000 Morris Ave. Union.
2. Members of the public requesting University records must submit a completed Public Records Request form to the Custodian of Records, which must include a brief but clear description of the record sought, signature and date. Request forms are available online, at <http://www.kean.edu/admin/uploads/pdf/hr/OPRAGovtRecordsRequest.pdf>.
3. Upon receipt of the request, the Custodian of Records, in accordance with applicable law, will provide the records as soon as possible. OPRA provides that records are to be made accessible within seven business days, 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 Custodian of Records will state the reason(s) why.
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 - \$.07Access to electronic records and non-printed materials will be provided free of charge, but the University may charge for the actual costs of any needed supplies such as computer discs.
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 your request is denied or unfilled within seven business days, or the Custodian of Records advises you that your request cannot be filled within that time, you may contact the Custodian to attempt a resolution of any dispute. You also have a statutory right to file an action in Superior Court or, in lieu thereof, in the Government Records Council (GRC), New Jersey Department of Community Affairs (toll free 866-850-0571 or online at [www.nj.gov/grc](http://www.nj.gov/grc)) to challenge a decision by the University to deny you access to a requested record.
8. While every effort has been made to insure the accuracy of the information contained herein, the University reserves the right to make changes to its OPRA policies and procedures at any time without prior notice.