The Open Public Records Act (OPRA) provides procedures for the public (the "requester') to review or copy government records. The following provides a summary of the procedures and guidance for requesting records.

To access government records, a requester must determine which records he or she wishes to see or copy. OPRA applies to requests for records, not requests for isolated facts, analysis or computation of information . The requester should ask the custodian of records (Borough Clerk) for help in identifying what public record is likely to contain the information or facts being sought.

The OPRA custodian for the Borough of West Wildwood is:

Donna L. Frederick, Acting Municipal Clerk

In order to be considered a valid request under OPRA, the request must:

1) Identify the specific record(s) desired

2) The request must be submitted to the records custodian of the Borough. Donna L. Frederick, Acting Municipal Clerk.

3) The Borough's records request form should be used to request the record.

In general:

The term “public records” generally includes those records determined to be public in accordance with *N.J.S.A.* 47:1A-1et seq. The term does not included personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or inter-agency or intra-agency advisory, consultative, or deliberative or other material which is specifically exempted by law.

Some records will be immediately available during normal business hours. Some records may require time to compile and make the copies requested, but will normally be available within seven (7) business days.

Access is ordinarily available for budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will generally be available after the minutes have been approved.

Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time needed to provide the records.

The below OPRA request form can be downloaded and printed. Upon completion, the form can be delivered by:

1) In person at Borough Hall to the records custodian of the Borough. Donna L. Frederick, Acting Municipal Clerk.

2) Via U.S. mail - Marked "OPRA REQUEST" on the envelope.

3) Via facsimile to: 609-522-5603 with cover sheet ATTENTION: Donna L. Frederick, Acting

Municipal Clerk..

4) emailed as an attachment to: OPRA@WestwildwoodNJ.com

Any questions can be forward to any of the above contacts also.