WALL TOWNSHIP FIRE DISTRICTS

OPEN PUBLIC RECORDS ACT (OPRA) REQUEST FORM

Wall Township, Monmouth County, New Jersey

Select the public agency to which this request is directed: ☐ Fire District No. 1 ☐ Fire District No. 2 ☐ Fire District No. 3

Submit this form directly to the designated Records Custodian of the selected fire district. Each fire district is a separate public agency. This form does not establish a centralized custodian or mailing address.

REQUESTER INFORMATION

Name (first / middle initial / last): _____

Email address: _____

Mailing address: _____

City / State / ZIP: _____

Telephone (optional): _____

Preferred access / delivery: ☐ Email ☐ Pick up ☐ U.S. Mail ☐ On-site inspection ☐ Other: _____

RECORDS REQUESTED

Describe the records sought with sufficient specificity, including relevant dates, subjects, and record types. Attach additional pages if necessary.

_____

_____

_____

_____

_____

If records are sought in connection with a legal proceeding, identify the proceeding: _____

☐ I also request access under the common law. My interest in the requested records is: _____

_____

REQUESTER CERTIFICATIONS

Under penalty of N.J.S.A. 2C:28-3, I certify:

1. I ☐ HAVE / ☐ HAVE NOT been convicted of an indictable offense under the laws of New Jersey, another state, or the United States.

2. I, or another person, ☐ WILL / ☐ WILL NOT use the requested government records for a commercial purpose.

3. I ☐ AM / ☐ AM NOT seeking the records in connection with a legal proceeding.

Signature: _____ Date: _____

Anonymous requests are permitted under OPRA; see the instructions regarding limitations applicable to anonymous requesters.

PAYMENT / COST AUTHORIZATION

Maximum authorized cost: $_____ Preferred payment: ☐ Cash ☐ Check ☐ Money order

Standard paper-copy fees: letter size $0.05/page; legal size $0.07/page. Other media, delivery and any authorized special service charge may be additional. The custodian will advise of applicable charges.

FOR FIRE DISTRICT RECORDS CUSTODIAN USE ONLY

Tracking no.: Date received: _____

Custodian / district: Response due date: _____

Status: ☐ Open ☐ Filled ☐ Partially filled ☐ Denied ☐ Withdrawn

_____

Estimated copying / delivery / special service charges: _____

Deposit received: Final amount due / paid: _____

Records provided / withheld and disposition notes: _____

Custodian signature: _____ Date: _____

OPRA REQUEST INFORMATION AND INSTRUCTIONS

Public access

Government records are generally available under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq., unless an exemption or other applicable law protects the record. Requests must be submitted to the appropriate district records custodian. A written request need not be made on this particular form if it otherwise satisfies OPRA requirements.

Response times

The general OPRA response period is seven business days after receipt by the custodian, subject to statutory exceptions. Certain commercial-purpose requests and requests requiring Daniel's Law review may have a fourteen-business-day response period, with notice requirements. Fire districts employing one or fewer full-time employees serving as custodians may add seven business days to applicable seven- or fourteen-business-day periods. Other special timelines apply to certain immediately accessible records and specified law-enforcement information.

Fees and deposits

Paper copies ordinarily cost $0.05 per letter-size page or $0.07 per legal-size page. Actual costs for other media and delivery may apply. A deposit may be requested when reproduction costs exceed $5. Any authorized special service charge must be communicated as required by law before being incurred.

Privacy and protected records

The district must evaluate applicable exemptions, privileges and privacy rights, and redact exempt portions where appropriate. Potentially protected material includes certain personnel, medical, investigatory, security, emergency-response and facility-security information, attorney-client communications, personal identifiers, and information protected under Daniel's Law. No category is automatically exempt merely because it relates to the fire service.

Denial or partial denial

A denial should identify the records withheld and the specific statutory or other legal basis for withholding, including reasons for any redactions. Requesters may challenge an OPRA denial through the Government Records Council or the Superior Court of New Jersey, as applicable. Common-law-only denial challenges must be brought in Superior Court.

Anonymous requests

A requester may submit an OPRA request anonymously. However, certain procedural limitations apply, including restrictions on challenges by anonymous requesters; a custodian may not be required to respond until the anonymous requester reappears if no reliable contact information is provided.

Common-law requests

A requester may also seek records under the common-law right of access. Common-law disclosure requires a separate balancing analysis and is not determined solely by the OPRA exemptions.

Fire district submission

Identify the correct Wall Township Fire District on page 1 and submit the request to that district's designated custodian using the district's officially published contact method. Do not assume one fire district holds records maintained by another.

Reference: Adapted for Wall Township Fire Districts from the New Jersey State League of Municipalities 2024 OPRA Request Form. This is an administrative draft and should be reviewed by the respective district attorney and records custodian before official adoption.