



State of New Jersey  
Department of Agriculture



Soil Conservation District

GOVERNMENT RECORDS REQUEST FORM

**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	Payment Information
First Name _____ MI _____ Last Name _____ Company _____ Mailing Address _____ City _____ State _____ Zip _____ Email _____ Business Hours Telephone: Area Code _____ Number _____ Extension _____ Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____ <i>Circle One:</i> Under penalty of N.J.S.A. 2C:28-3, I certify that I <b>HAVE /HAVE NOT</b> been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States. Signature _____ Date _____	Maximum Authorization Cost \$ _____ Select Payment Method Cash ___ Check ___ Money Order ___ Fees Per Page: \$0.05 Letter Size or Smaller \$0.07 Legal Size or Larger 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.

STATE USE ONLY	STATE USE ONLY	STATE USE ONLY																												
<table style="width:100%;"> <tr><td>Est. Document Cost</td><td>_____</td></tr> <tr><td>Est. Delivery Cost</td><td>_____</td></tr> <tr><td>Est. Extras Cost</td><td>_____</td></tr> <tr><td>Total Est. Cost</td><td>_____</td></tr> <tr><td>Deposit Amount</td><td>_____</td></tr> <tr><td>Estimated Balance</td><td>_____</td></tr> <tr><td>Deposit Date</td><td>_____</td></tr> </table>	Est. Document Cost	_____	Est. Delivery Cost	_____	Est. Extras Cost	_____	Total Est. Cost	_____	Deposit Amount	_____	Estimated Balance	_____	Deposit Date	_____	<p><b>Disposition Notes</b> Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.</p>  In Progress - Open _____ Denied - Closed _____ Filled - Closed _____ Partial - Closed _____	<table style="width:100%;"> <tr> <th style="text-align: left;">Tracking Information</th> <th style="text-align: left;">Final Cost</th> </tr> <tr> <td>Tracking # _____</td> <td>Total _____</td> </tr> <tr> <td>Rec'd Date _____</td> <td>Deposit _____</td> </tr> <tr> <td>Ready Date _____</td> <td>Balance Due _____</td> </tr> <tr> <td>Total Pages _____</td> <td>Balance Paid _____</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Records Provided</b></td> </tr> <tr> <td>Custodian Signature _____</td> <td>Date _____</td> </tr> </table>	Tracking Information	Final Cost	Tracking # _____	Total _____	Rec'd Date _____	Deposit _____	Ready Date _____	Balance Due _____	Total Pages _____	Balance Paid _____	<b>Records Provided</b>		Custodian Signature _____	Date _____
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1. In order to request access to government records under OPRA, you must complete all the required portions of 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 *Soil Conservation District*, that officer or employee does not have the authority to accept your request form on behalf of the *District* and you will be directed to the appropriate division custodian. Descriptions of the divisions and agencies of the *Department of Agriculture* can be found at [www.nj.gov/agriculture](http://www.nj.gov/agriculture).
2. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the *Soil Conservation District* 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.
3. 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 cash, check or money order*** payable to this *Soil Conservation District*.
4. As of November 9, 2010, Legislature amended N.J.S.A 47:1a-5.b, OPRA's fee provision, to set flat rates for paper copies provided requestors under OPRA. Specifically, the legislation provides that:  
“[a] copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation. 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 shall be \$0.05 per letter size or smaller, and \$0.07 per legal size or larger. If a public agency can demonstrate that its actual costs for duplication of a government record exceed the foregoing rates, the public agency shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or other overhead expenses associated with making the copy except as provided for in subsection c. of this section. Access to electronic records and non-printed materials shall be provided free of charge, but the public agency may charge for the actual costs of any needed supplies such as computer discs.”
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. ***A 50% deposit must accompany requests with estimated fees exceeding \$25.*** 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 *Soil Conservation District* 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 *Soil Conservation District* 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 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 unfilled within the time permitted by law, you

have a right to challenge the decision by the *Soil Conservation District* 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](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/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.
14. The following table includes the mailing address for the Records Custodian(s) of the *Department of Agriculture and Soil Conservation District*.

NJDA or District	Mail Address	Street Address	City	Zip	Telephone
NJ Department of Agriculture	PO Box 330	Market & S. Warren Sts.	Trenton	08525	609-292-6931
Bergen		700 Kinderkamack Road Suite 106	Oradell	07649	201-261-4407
Burlington		1971 Jacksonville-Jobstown Road	Columbus	08022	609-267-7410
Camden		423 Commerce Lane Suite 1	W. Berlin	08091	856-767-6299
Cape-Atlantic		6260 Old Harding Highway	Mays Landing	08330	609-625-3144
Cumberland-Salem		PO Box 68 1516 Route 77	Deerfield	08313	856-451-2422
Freehold (Middlesex/Monmouth)		4000 Kozloski Road PO Box 5033	Freehold	07728	732-683-8500
Gloucester		14 Parke Place, Suite C	Sewell	08080	856-589-5250
Hudson, Essex & Passaic		15 Bloomfield Avenue	North Caldwell	07006	973-364-0786
Hunterdon		687 Pittstown Road, Suite 1	Frenchtown	08825	908-788-9466
Mercer		508 Hughes Drive	Hamilton Sq.	08690	609-586-9603
Morris		Court House, PO Box 900	Morristown	07960	973-285-2953
Ocean		714 Lacey Road	Forked River	08731	609-971-7002
Somerset-Union		308 Milltown Road	Bridgewater	08807	908-526-2701
Sussex		186 Halsey Road, Suite 2	Newton	07860	973-579-5074
Warren		224 W. Stiger Street	Hackettstown	07840	908-852-2579