

Buena Vista Township Fire District No. 1

Open Public Records Plan in accordance with N.J.S.A. 47:1A-1 et seq.

The following is the Open Public Records Plan of Buena Vista Township Fire District No. 1, adopted by resolution passed by not less than a majority of the full membership of the Board of Fire Commissioners.

1. The Open Public Records Plan of Buena Vista Township Fire District No. 1 shall be in accordance with the requirements of N.J.S.A. 47:1A-1 et seq.
2. The Secretary of the Board of Fire Commissioners is designated as the "custodian of a government record" under this Plan.
3. Any request for a government record must be made in writing using the official Fire District request form, and submitted directly to the custodian, and not to any other Fire District employee or officer.
4. Any officer or employee of the Fire District who receives a request for access to a government record is required to direct the requestor to the custodian of the record; any Fire District employee other than the custodian is not authorized to accept a request for access to a government record.
5. If an anonymous request involves making copies and the estimated cost exceeds \$5.00, a deposit will be required prior to processing the request.
6. The following fee schedule shall be applied for all photocopies made in response to a request for a copy of a government record: Routine costs are 75 cents per page for pages 1 through 10; 50 cents per page for pages 11 through 20; and 25 cents per page for all pages after 20. Additional special service charges on a direct cost basis may need to be applied for extraordinary additional reproduction costs beyond that for normal photocopying. The requestor has the right to approve of copying costs in advance. All fees received shall be handled per the Fire District Cash Management Plan.
7. The custodian shall respond within seven business days following the receipt of the properly-completed request form, in accordance with statute. As part of the response, the custodian shall complete the bottom of the request form and return a copy of the form to the requestor, and file the original.
8. The custodian will provide access to a government record that is authorized for public inspection or copying during not less than six regular business hours over not fewer than three business days per week, in accordance with statute (generally from 7:00 PM until 9:00 PM on Tuesday, Wednesday and Thursday evenings). As the Fire District does not normally maintain a public business office, nor does it possess a photocopying machine, a request for access needs to be scheduled with the custodian.
9. The custodian shall post prominently in public view in the part or parts of the office or offices of the custodian that are open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record; and the procedure by which an appeal may be filed, in addition to the information on appeals found on the records request form, in accordance with statute.