



NEW JERSEY GOVERNMENT RECORDS COUNCIL
Administrative Complaint Disposition – No Correspondence Received by the
Custodian Regarding this Request

GRC Complaint No.: 2011-152

Complainant: Keith A. Werner

Public Agency: City of Trenton, Department of Public Health (Mercer)

Custodian of Record: Leona Baylor

Date of Request: March 29, 2011

Date of Complaint: May 16, 2011¹

Complaint Disposition: The Custodian certifies that she reviewed her OPRA request files. The Custodian also certifies that she searched the Complainant's name and the subject matter of the records requested and her office did not receive an OPRA request from the Complainant. Additionally, the Complainant has failed to provide any evidence to contradict the Custodian's certification. Therefore, this complaint is without any reasonable factual basis to pursue.

Applicable OPRA Provision: "The custodian of a public agency shall adopt a form for the use of any person who requests access to a government record held or controlled by the public agency. The form shall provide space for the name, address, and phone number of the requestor and a brief description of the government record sought. The form shall include space for the custodian to indicate which record will be made available, when the record will be available, and the fees to be charged. The form shall also include the following: (1) specific directions and procedures for requesting a record; (2) a statement as to whether prepayment of fees or a deposit is required; (3) the time period within which the public agency is required by [OPRA], to make the record available; (4) a statement of the requestor's right to challenge a decision by the public agency to deny access and the procedure for filing an appeal; (5) space for the custodian to list reasons if a request is denied in whole or in part; (6) space for the requestor to sign and date the form; (7) space for the custodian to sign and date the form if the request is fulfilled or denied. The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the information thus requested will cost in excess of \$5 to reproduce." N.J.S.A. 47:1A-5.f.

"A request for access to a government record shall be in writing and hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian." N.J.S.A. 47:1A- 5.g.

¹ The GRC received the Denial of Access Complaint on said date.



"The council shall make a determination as to whether the complaint is within its jurisdiction or frivolous or *without any reasonable factual basis*. (Emphasis added)." N.J.S.A. 47:1A-7.e.

This is the final administrative determination in this matter. Any further review should be pursued in the Appellate Division of the Superior Court of New Jersey within forty-five (45) days. Information about the appeals process can be obtained from the Appellate Division Clerk's Office, Hughes Justice Complex, 25 W. Market St. PO Box 006, Trenton, NJ 08625-0006.

Effective Date of Disposition: September 25, 2012

Prepared By: Harlynn A. Lack, Esq.
Case Manager

Approved By: Karyn Gordon, Esq.
Acting Executive Director

Date: September 18, 2012

Distribution Date: September 25, 2012