



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NJ 08625-0340

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

☆
LISA J. HOU, D.O.
Brigadier General
The Adjutant General

STATE GENERAL ORDER
NO. 2*

13 April 2023

SUBJECT: Appointment of DMAVA Custodian of Records

The following individual is appointed as DMAVA Custodian of Records:

Mr. Craig Smith, Employee Relations Consultant

Mr. John Scannell, Legal Specialist (Alternate)

Authority: N.J.S.A. 47:1A-1.1, N.J.S.A. 38A:3-6 (e), (k) and (l)

Period: 13 April 2023 to indefinite.

Purpose: To serve as the Department's Custodian of Records for all Open Public Records Act (OPRA) requests in accordance with N.J.S.A. 47:1A-1 *et seq.* The Custodian of Record shall coordinate with the appropriate and responsible DMAVA employee(s) and/or office(s) for copies of the requested responsive public records and will respond appropriately to the OPRA requestor within seven (7) workdays, or, for legitimate reasons, request an extension.

Effective Date: 13 April 2023

Special Instructions: The Custodian of Records cannot supersede nor circumvent any established OPRA statutes, regulations or policies, but will complement and enforce the implementation of the same within this Department.

LISA J. HOU, D.O.
Brigadier General, NJARNG
The Adjutant General

DISTRIBUTION: A, B, C, D, E, F, S: Individual

****This State General Order supersedes State General Order 1, dated 23 February 2021.***