

Town of Hammonton Opra Request Form
Resolution # 023 -2014

A RESOLUTION APPOINTING PRIMARY RECORDS CUSTODIANS AND ALTERNATE RECORDS CUSTODIANS
IN EACH DEPARTMENT OF THE TOWN OF HAMMONTON

BE IT RESOLVED, by the Mayor and the Common Council of the Town of Hammonton, County of Atlantic, State of New Jersey, as follows:

WHEREAS, N.J.S.A. 47:1A-1.1 of the Open Public Records Act names the Municipal Clerk as the Records Custodian of the Municipality; and

WHEREAS, N.J.S.A. 47:1A-1.1 of the Open Public Records Act does not preclude the Municipality from developing reasonable and practical measures for responding to OPRA requests which may include the designation of deputy custodians for particular types of records.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Hammonton, County of Atlantic, State of New Jersey that the following Records Custodian and Alternate Records Custodian appointments are made effective the date of adoption of this ordinance:

Administration and Municipal Clerk

Custodian April Boyer Maimone

Alternate Custodian Monica Newton

Tax Collection, Water and Sewer Collections Department

Custodian Rosemarie Jacobs

Alternate Custodian Martha Silvesti

Police and Records

Custodian Mary Massara

Alternate Custodian Danielle Noto

Construction, Buildings, Fire, Electrical, Plumbing, Property Maintenance

Custodian Andrea Effinger

Alternate Custodian Patricia Berenato

Planning and Zoning

Custodian Patricia Berenato

Alternate Custodian Andrea Effinger

Tax Assessment

Custodian MaryJoan Wyatt

Alternate Custodian Rosemarie Jacobs

Municipal Utility Department

Custodian Anthony DeCicco

Public Works (Highway) Department

Custodian Jerry Barberio

Alternate Custodian Scott Rivera

Recreation Department

Custodian Monica Newton

Purchasing and Finance Department

Custodian Frank Zuber

Alternate Custodian Audrey Boyer

BE IT FURTHER RESOLVED that in the event any of the above named custodians should no longer be employed by the Town of Hammonton or in their particular department, that the person hired or designated to take over their specific department will be deemed the records custodian until such time that this ordinance may be amended; and

BE IT FURTHER RESOLVED that the above listed Records Custodians and Alternate Records Custodians shall appear on the official Town of Hammonton website along with their individual department records request form.

Adopted: January 27, 2014

TOWN OF HAMMONTON REQUEST FOR ACCESS TO GOVERNMENT RECORDS

100 Central Avenue, Hammonton, New Jersey 08037

Phone: (609) 567-4300 ext 102

Fax: (609) 567-4302

email: townclerk@townofhammonton.org

For Municipal Court Records, please dial ext 229. All other records will be forwarded by email or fax at no cost, with the exception of dvd duplications which are \$30.00 per duplication. If you prefer hard copies, cost per page is .05 cents. We require pre-payment for any record that we are required to charge a fee. We must supply all requested records to you within 7 working days or advise of the date that the records will be supplied. If a record is not considered public, or is not on file with us, we will notify you in writing. It is your right to challenge non-submittal of records at NJ Records Council.

Applicant Printed Name: _____

Applicant Address: _____

Applicant Home, Work or Cell Phone Contact Numbers: _____

Applicant email Address: _____

As specifically as possible, please list municipal record(s) that you wish to obtain:
(we are not required by law to provide "all records", so please give record name, date or other pertinent information)

List records requested that are not being provided and the reason why:

Applicant Signature/Date

Record Custodian Signature

Date Received by Custodian

Date of Written Response or Issuance of Record(s)