

OPRA Requests

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Open Public Records Act (OPRA)

About OPRA

The Open Public Records Act (N.J.S.A. 47:1A-1 *et seq.*), commonly known as OPRA, is a New Jersey statute that provides the public with access to government records maintained by public agencies, subject to certain exceptions and exemptions. As a New Jersey Educational Research and Services Corporation formed pursuant to N.J.S.A. 18A:3B-6.1 and designated as a Cooperative Pricing System by the New Jersey Department of Community Affairs, NJEdge is committed to transparency and compliance with OPRA.

How to Submit an OPRA Request

To request access to government records maintained by NJEdge, you must submit a written request to our designated Records Custodian. You may submit your request using any of the following methods:

- **Email:** Send a completed [request form](#) to OPRA@NJEdge.net
- **Mail:** Send a completed [request form](#) to:

Christine Valentino
OPRA Records Custodian
NJEdge-EdgeMarket / NJEDGE.NET, Inc.
345 US Highway 9
Suite 329
Manalapan, NJ 07726

Please note: NJEdge does not maintain a physical office open to the public. OPRA requests cannot be submitted in person. Email is the most efficient method of submission and ensures the fastest possible response. Requests submitted by mail are considered received when they are retrieved and reviewed by the Records Custodian, not upon delivery to the mailing address.

Important: Your request is not considered filed until it has been received by the Records Custodian. Requests submitted to other NJEdge employees will be forwarded to the Custodian or you will be directed to the Custodian; however, response timeframes do not begin until the Custodian receives your request.

Response Timeframes

Under OPRA, as amended by P.L. 2024, c.16 (effective September 3, 2024), the Records Custodian will respond to your request as follows:

- **Standard requests:** Within seven (7) business days of receipt.
- **Commercial purpose requests:** Within fourteen (14) business days, with notification of the extended timeframe within seven (7) business days. The response time may be reduced to seven (7) business days upon payment of up to two times the cost of producing the records.
- **Immediate access records:** Certain categories of records not exceeding twenty-four (24) months old are subject to immediate access as outlined in N.J.S.A. 47:1A-5(e).

If the requested records are in storage or not immediately available, the Custodian will notify you within the applicable timeframe when the records can be made available and the estimated cost of reproduction.

Fees

- **Letter-size pages (8.5" x 11"):** \$0.05 per page
- **Legal-size pages (8.5" x 14"):** \$0.07 per page
- **Other media (CD, DVD, flash drive, etc.):** Actual cost of materials
- **Records delivered via email:** No charge
- **Delivery/postage:** Additional fees may apply depending on delivery method.
- **Special service charge:** May apply when fulfilling a request requires an extraordinary expenditure of time and effort. You will be notified of any special service charge before your request is processed and will have the opportunity to object.
- **Deposits:** A deposit may be required when estimated costs exceed \$5.00.

Payment may be made by cash, check, or money order payable to **NJEDGE.NET, Inc.**

Your Rights Under OPRA

If your request is denied or not fulfilled within the timeframes required by law, you have the right to challenge the decision. You may:

1. Institute a proceeding in the Superior Court of New Jersey; or
2. File a Denial of Access Complaint with the Government Records Council (GRC).

Government Records Council Contact Information:

Toll-Free Telephone: 866-850-0511

Mail: PO Box 819, Trenton, NJ 08625

Email: Government.Records@dca.nj.gov

Website: www.nj.gov/grc

Guide: [Citizens Guide to OPRA](#)

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