

Chapter 6

PUBLIC RECORDS

- § 6-1. Open Public Records Act fees.**
- § 6-2. Procedures for requests.**
- § 6-3. Certified copies.**
- § 6-4. Municipal Court discovery.**

[HISTORY: Adopted by the Mayor and Common Council of the City of Gloucester City 1-6-2005 as Ord. No. 001-2005. Amendments noted where applicable.]

§ 6-1. Open Public Records Act fees.

- A. The city shall be entitled to charge and collect fees for the reproduction of any public records at the rates and fees established in accordance with the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, et seq., as amended.
- B. In addition, in the instance of mailing, the city shall be entitled to charge an additional fee of \$5., regardless of the number of pages, in order to cover postage and handling expenses.
- C. The Tax Collector shall be entitled to charge and collect a fee of \$25. for the preparation of a certificate of redemption for redeemed liens.
- D. Other various charges for reproduction of public records are as follows, provided that the costs of charges shall not exceed the actual costs borne by the city, and where copying is done by an outside agency, the city may request payment directly to that outside agency:

- (1) Photographs (35 mm film or other standard format): up to \$1. per print;
 - (2) Polaroid prints: up to \$2. per print;
 - (3) Videotapes: up to \$27. per videotape;
 - (4) Standard audio cassettes: up to \$10. per cassette tape;
 - (5) Audio cassettes of meeting minutes (requiring reproduction by outside agency): \$60. per cassette tape;
 - (6) 3.5 inch floppy disk: up to \$4. per disk;
 - (7) Municipal street maps: up to \$6. per map;
 - (8) Municipal zoning maps: up to \$6. per map;
 - (9) Zoning ordinance books: \$60. plus copies of amendments at the rates set forth in subsection A above;
 - (10) Master Plan: \$80. plus copies of amendments at the rates set forth in subsection A above;
 - (11) Tax maps: copies of certain pages or portions of the map at \$4. per sheet provided that copies for a complete set of tax maps shall be provided by Engineer's office, through the office of the Municipal Clerk, at a rate of up to \$550.
 - (12) Site plans, maps or blueprints: copies at up to \$12. per page.
- E. In the event that the nature, formal manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the public agency may charge, in addition to the actual cost of duplicating the record, a special service

charge. Administrative time in such extraordinary expenditures of time shall be charged at a rate of \$60. per hour. The Municipal Clerk shall notify the requestor of the imposition of a special service charge prior to undertaking the response to the request pursuant to N.J.S.A. 47:1A-1 et seq.

§ 6-2. Procedures for requests.

- A. Any person seeking the reproduction of public records, documents or other information as contemplated by this Article shall submit his or her request, in writing, on a form prescribed by the Municipal Clerk. All requests will be handled in accordance with N.J.S.A. 47:1A:1, et seq.
- B. Prior to commencing with the reproduction of said public records and/or documents, the Municipal Clerk shall first estimate the number of pages or other formats involved and provide the requesting party with a written estimate of the costs of reproduction. No photocopying of any document shall be undertaken without the requesting party first having provided, by check or cash, the funds so estimated as necessary for that reproduction. In the event that the photocopying or other reproduction charges exceed the amount estimated, the requesting party shall be required to pay the difference.

§ 6-3. Certified copies.

- A. Any certified copy of a legal document for births, deaths and/or marriages issued by the Registrar of Vital Statistics shall be supplied at a charge of \$8. for each copy, with the exception of certified copies of corrections. Certified copies of corrections to vital statistics records shall be supplied at a charge of \$10. for each copy.

§ 6-4. Municipal Court discovery. [Added 3-3-2005 by Ord. No. 007-2005]

- A. All requests for discovery in matters pending in the Gloucester City Municipal Court shall be submitted through the Municipal Prosecutor.
- B. The following fees shall be payable by the requestor to the City of Gloucester City for the discovery provided:
- (1) \$0.75 per page for each of the first ten (10) pages photocopied;
 - (2) \$0.50 per page for each of the next ten (10) pages photocopied;
 - (3) \$0.25 per page for each of the pages photocopied thereafter;
 - (4) Actual postage for any discovery sent by mail;
 - (5) \$0.25 for the envelope for any discovery sent by mail;
 - (6) Photographs will be photocopied at the rates established herein. If requests are made for duplicate photographs, the actual cost of making the photographs shall be charged.
 - (7) Duplication of videotapes constitutes an extraordinary duplication process and will be charged at the rate of \$5. per videotape.
 - (8) On any item that cannot be photocopied on the city copy machine or not likewise provided for in this schedule, the actual costs incurred in making the copy shall be charged.
- C. Where the discovery must be obtained from an entity other than the City of Gloucester City, e.g. another police department, the actual costs paid to the other entity shall be paid by the requestor.