# OPRA
# and the
# Municipal Web Site

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# The Open Public Records Act (OPRA)

## Defines Government Records as:

- **Printed Documents**
- **Handwritten Documents**
- **Books, Maps and Photographs**
- **Tape and Video Recordings**
- **Computer Records**
- **Electronically Stored Information**

# The Open Public Records Act (OPRA)

## EXCEPTIONS

- **Where a record does not exist and one must be created to respond to a request.**

- **Information that would jeopardize security.**

# The Open Public Records Act (OPRA)

## What Should Be On
## The Municipal Web Site?

- **OPRA Logo link to:**
  - **Information about public records**
  - **How the public requests information**
  - **Schedule of fees**
  - **Request Form (paper vs. electronic form)**
  - **Denial and Appeal Process**
  - **Links to State of NJ Opra Web Site**
  - **Names and locations of records custodians and sub-custodians.**

# The Open Public Records Act (OPRA)

## What parts of the Web Site
## need to be considered?

- **E-Mail – The contents decide.**

- **Cookies – No for Cookies, but Yes for Reports**

- **Web Pages – Yes, if part of an official site**

- **CGI/Perl or other programs – No, security issue**

- **Databases – not the database itself but content may be**

# The Open Public Records Act (OPRA)

## FOR MORE INFORMATION

- **Open Public Records Act www.nj.gov/opra**

- **Government Records Council www.nj.gov.grc**

- **NJSLOM Mayors Letter
  www.cityconnections.com/njleag/ml081402.html**

- **NJSLOM OPRA Information Web Page
  www.cityconnections.com/njleag/accpub.html**