

**ORDINANCE NO. O-23-4**

**AN ORDINANCE DESIGNATING ADDITIONAL  
CUSTODIANS OF RECORDS IN WEST LONG BRANCH  
UNDER THE OPEN PUBLIC RECORDS ACT**

WHEREAS, the Borough has experienced problems in the past, when OPRA requests were made for records not maintained by the Borough Clerk, and which were not supplied timely by the entities who were to provide those records to the Clerk, delaying the time for the Clerk to provide the records to the requestor; and

WHEREAS, the governing body believes that the preferred approach would be to have certain OPRA requests go directly to certain departments or department heads in order to save time and meet the deadlines required under OPRA (N.J.S.A. 47:1A-1 et seq.);

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of West Long Branch as follows:

**SECTION 1. NEW CUSTODIANS OF RECORDS**

The following additional custodian of records under the Open Public Record Act, for the entities and their records, are as follows:

A. As to the West Long Branch Police Department, for police records, the Chief of Police.

B. As to the West Long Branch Fire Department, the Emergency Services Records Administrator.

**SECTION 2. WEBSITE CONFORMANCE**

The Borough website shall be modified to conform with this ordinance, and set forth the direct contact information for each of the additional custodians of records referred to above. In addition, specific OPRA request forms for those departments shall be made available on the Borough website. For informational purposes, the contact information for the current additional custodians referenced above are:

A. As to the West Long Branch Police Department, [police@westlongbranch.org](mailto:police@westlongbranch.org).

B. As to the West Long Branch Fire Department, [ESRA@westlongbranch.org](mailto:ESRA@westlongbranch.org).

**SECTION 3. INFORMATIONAL COPIES**

In addition to sending any request for public records to either the West Long Branch Police Department or the West Long Branch Fire Department, the requestor shall also provide an informational copy to the West Long Branch Borough Clerk, whose address will continue to be provided on the Borough's website for purposes of OPRA requests. Currently, the Borough Clerk's email address is [csantos@westlongbranch.org](mailto:csantos@westlongbranch.org).

**SECTION 4.**

Requestors of public records under OPRA for records of either the West Long Branch Police Department or the West Long Branch Fire Department shall be directed only to those entities, as set forth in this ordinance. The courtesy copy to the Borough Clerk is just that.

She, however, shall not be considered the custodian of public records for those departmental records.

SECTION 5. INFORMATIONAL RESPONSES

When the alternate custodian of records, as set forth in this ordinance, provides his reply to the requestor, he shall provide a courtesy copy to the Borough Clerk, so that the Borough Clerk can note for the Borough's records that the OPRA request has been responded to.

SECTION 6. EFFECTIVE DATE.

This ordinance shall take effect immediately upon passage and publication according to law.

Introduced: January 18, 2023  
Passed: February 1, 2023  
Adopted: February 1, 2023

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MAYOR

\_\_\_\_\_  
ACTING BOROUGH CLERK