

**GOVERNMENT RECORDS COUNCIL**  
**Administrative Case Disposition – Not a valid OPRA request**

**GRC Complaint No:** 2007-16  
**Complainant:** Rashaun Barkley  
**Custodian:** Essex County Prosecutors Office, Hilary Brunell<sup>1</sup>  
**Date of Request:** September 24, 2006  
**Date of Complaint:** December 1, 2006

**Case Disposition:** The Custodian submitted a certification on January 31, 2007 stating that she did not receive an OPRA request on the appropriate Essex County Prosecutors Office form from the Complainant until she received the request from the GRC on January 23, 2007.

**Type of Administrative Disposition:** No Valid OPRA Request

**Applicable OPRA Provision:**  
OPRA states that:

“[t]he custodian of a public agency shall adopt a form for the use of any person who requests access to a government record held or controlled by the public agency. The form shall provide space for the name, address, and phone number of the requestor and a brief description of the government records sought...” N.J.S.A. 47:1A-5(f).

OPRA also provides that:

“[a] request for access to a government record shall be in writing and hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian...” N.J.S.A. 47:1A-5(g).

**This is the final administrative determination in this matter. Any further review should be pursued in the Appellate Division of the Superior Court of New Jersey within forty-five (45) days. Information about the appeals process can be obtained from the Appellate Division Clerk’s Office, Hughes Justice Complex, 25 W. Market St. PO Box 006, Trenton, NJ 08625-0006.**

**Effective Date of Disposition:** April 25, 2007

Prepared By:

Frank F. Caruso  
Case Manager

Approved By:

Catherine Starghill, Esq.  
Executive Director

**Date:** April 18, 2007

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<sup>1</sup> Deputy Prosecutor Paula T. Dow was named as the Custodian of Record on the original complaint.