

**RESOLUTION
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

Setting Specific Office Hours for Open Public Records Requests

NUMBER: 141-2015

ADOPTED: May 7, 2015

WHEREAS, the Borough of High Bridge has limited staffing to handle the volume of Open Public Records Requests, and

WHEREAS, *NJSA 47:1A-5 allows times during which records may be inspected, examined, copied; access; copy fees; in the case of a municipality having a population of 5,000 or fewer according to the most recent federal decennial census, during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, and*

WHEREAS, Year to Date the Clerk's office has received over 400 OPRA requests from various sources which causes hardship on day to day operations

NOW, THEREFORE, BE IT REOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, hereby sets the hours for handling Open Public Records Requests for the following days and times:

Tuesday and Wednesday from 2:00 pm to 4:00pm

Thursday from 9:00am to 11:00am