

**How to Request and Get Access to Camden Redevelopment Agency Records**

The Open Public Records Act provides procedures for the public (the "requester') to review or copy Camden Redevelopment Agency records. This Records Note provides a summary of these procedures and guidance for requesting records.

To access Camden Redevelopment Agency records, a requester must determine which records he or she wishes to see or copy. OPRA applies to requests for records, not request for isolated facts. The requester should ask the custodian of records for help in identifying what public record is likely to contain the information or facts being sought.

In order to be considered a valid request under OPRA, the request must identify the specific record(s) desired, the request must be submitted to the records custodian of the Camden Redevelopment Agency that has the record, and the request must be in writing on the agency's records request form or some other written format (such as a letter, e-mail or fax) that clearly mentions OPRA.

Requesters should contact the agency in advance to confirm the process with the custodian. That will help eliminate delays in fulfilling a request. Calling ahead or checking agency web site in advance of filing requests can save time and aggravation.