

Open Public Records Act (O.P.R.A.)

As per P.L. 2001, c. 404, commonly known as the *Open Public Records Act*, the public has a right to inspect or obtain copies of District records.

In order to obtain copies of documents or inspect documents, it is necessary to complete the attached **REQUEST FOR PUBLIC RECORDS OF THE ANDOVER REGIONAL SCHOOL DISTRICT**.

Request for records may be made via the Internet, in person or by fax. All requests are submitted to the School Business Administrator, Board Secretary, Mrs. Terry-Lee VanAuken or Mrs. Melinda Schick, Deputy O.P.R.A. Clerk. Requests may be submitted during normal school business hours of 8 a.m. to 4 p.m., Monday through Friday.

The cost of paper copies was set by the Andover Regional Board of Education and re-affirmed on September 16, 2009 as follows:

- \$.75 per page for pages one through ten
- \$.50 per page for pages eleven through twenty
- \$.25 per page over twenty.

There is no fee for fax and/or electronic copies.

Prior to submitting an O.P.R.A. Request, the Andover Regional Board of Education strongly encourages the public to visit the District's website at www.andoverregional.org for access to agenda material, minutes, superintendent's reports and negotiated agreements.

If you have any questions, please contact:

Mrs. Terry-Lee VanAuken

973-383-8454 extension 4
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Mrs. Melinda Schick

973-940-1234, extension 457
mschick@andoverregional.org