

OPRA REQUEST ROADMAP

The Municipal Clerk receives an OPRA request seeking documents pertaining to an ongoing or closed lawsuit or requesting other claims information.

STEP 1: Review your files for documents that are responsive to the OPRA request. If responsive documents are located, the documents should be reviewed by the Municipal Solicitor to determine if the documents should be released.



STEP 2: If, after the review of your municipal files, you believe that the JIF may have documents that are responsive to the request that are **not** in the possession of the Municipality, then forward the request to Kris Kristie (Kristi_Kristie@rpadmin.com) in the Executive Director's Office specifying the documents you already have in your possession.



STEP 3: Executive Director's Office will request the documents from Qual-Lynx. Documents received from Qual Lynx will then be forwarded to the Fund Solicitor to determine if they can be released. Once approved, Qual-Lynx will forward the approved documents to the Municipal Clerk.



STEP 4: The Municipal Clerk then forwards the documents that are responsive to the request to the original OPRA requester **once the Clerk makes all necessary redactions**. (Vaughn Index*)

The JIF recognizes the time constraints built into the OPRA statute and will respond to the Municipal Clerk as quickly as possible. In some cases, an extension of time may be required and must be requested by the Municipal Clerk.

NOTE:

- **Do NOT send the request to the Fund Solicitor or Qual-Lynx directly**, as all OPRA requests for information held by the JIF must be recorded by the JIF.
- The Executive Director's office will not respond directly to an OPRA requester for a request that was received by the Municipal Clerk of a member municipality.
- The Executive Director's office will only respond to those parts of the OPRA request that pertain to information held by the JIF. The Clerk must obtain all other documents from all other sources, and the Municipal Solicitor should review those documents prior to their release.

* Vaughn Index: index explaining redactions., i.e. PII or PHI