

**ORDINANCE 6– 2008**

**AN ORDINANCE OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MOUNT OLIVE TO AMEND AND SUPPLEMENT ARTICLE II “OPEN PUBLIC RECORDS” SECTION 102 ENTITLED “DESIGNATION OF CUSTODIAN AND DEPUTY CUSTODIANS OF MUNICIPAL RECORDS OF THE MOUNT OLIVE TOWNSHIP CODE”**

**NOW, THEREFORE, BE IT ORDAINED** by the Township Council of the Township of Mount Olive, County of Morris, as follows:

**Section 1.** Article II entitled “Open Public Records, Section 102 entitled “Designation of Custodian and Deputy Custodians of Municipal Records” is hereby amended and supplemented to provide as follows:

- A. For the purpose of implementing and discharging those responsibilities under the Open Public Records Acts, the Municipal Clerk of the Township of Mount Olive is hereby designated as the Custodian of Municipal Records or in his/her absence, the Deputy Municipal Clerk. The Municipal Clerk shall prepare and adopt application and response forms in tracking requests for the duplication of municipal records by members of the public.
- B. In addition, for the purpose of expediting citizen requests for the inspection, copying or examination of municipal records (with certain exceptions) in various departments, the following positions are hereby designated as Deputy Custodians:
  - (1) Planning Board Secretary.
  - (2) Board of Adjustment Secretary.
  - (3) Registrar of Vital Statistics.
  - (4) Board of Health Secretary.
  - (5) Deputy Custodian of Police Records shall be designated by the Chief of Police or his designee.
  - (6) Construction Code Official.

**Section 2.** This Ordinance shall take effect in accordance with law.

TOWNSHIP OF MOUNT OLIVE

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RAYMOND T. PERKINS  
Mount Olive Township Council President

ATTEST:

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LISA M. LASHWAY  
Mount Olive Township Municipal Clerk