

## **ORDINANCE #1939**

**AN ORDINANCE TO ESTABLISH A NEW CHAPTER IN THE CODE OF THE TOWNSHIP OF WYCKOFF, CHAPTER 57, ENTITLED, "RESTRICTED AREAS IN BUILDINGS WHERE MUNICIPAL OPERATIONS ARE CONDUCTED LIMITED TO AUTHORIZED EMPLOYEES ONLY TO PROTECT AND SAFEGUARD PUBLIC RECORDS CONTAINING PERSONALLY IDENTIFIABLE INFORMATION".**

**WHEREAS**, Township of Wyckoff officials and employees have a responsibility to maintain and safeguard public records that consist of confidential information; and

**WHEREAS**, to adequately comply with the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, and to comply with the statutorily defined responsibilities, the maintenance and custody of specific records are required; and

**WHEREAS**, municipal officials assigned this responsibility include, but are not limited to; the Municipal Clerk, the Police Chief, the Library Director, the Chief Financial Officer, the Tax Collector, the Tax Assessor, the Construction Code Officer, the Board of Health Secretary, and the Township Administrator; and

**WHEREAS**, the responsibility for the maintenance and safeguarding of records, reports, documents and information in municipal offices may not be available for immediate public view since they may contain personal information, phone numbers, social security numbers, dates of birth and other confidential information; and

**WHEREAS**, securing these records maintains the integrity of this information and when an Open Public Records Act request is received, and it is determined that a requestor is entitled to the records, the records can be released individually and redacted as required by law; and

**WHEREAS**, securing these records prevents outsiders/trespassers from simply walking into an office, grabbing some records, and leaving the building; and

**WHEREAS**, we cannot expect our municipal employees to physically intervene to protect a record, and creating secure areas with clear signage will help deter persons from collecting records which they are not entitled to receive without following the process required by the Open Public Records Act.

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, as follows:

**SECTION 1**

Municipal office areas in Wyckoff Town Hall, 340 Franklin Avenue and at the Wyckoff Free Public Library, 200 Woodland Avenue, have been secured and such offices are not open to the public for the purpose of protecting documents, digital data and other written, copied or printed materials that are not subject to the Open Public Records Act, which may include, but are not limited to, personally identifiable information that is protected by the Statutes of the State of New Jersey and the Federal laws of the United States.

**SECTION 2**

The Township of Wyckoff shall be required to post signs outside of offices which read, "Restricted Area, Authorized Employees Only".

**SECTION 3**

Persons that trespass these posted, protected offices may be subject to prosecution under N.J.S.A. 2C-18-3.

**SECTION 4**

This ordinance shall take effect after publication thereof and final passage as required by law.