

## CHAPTER 1A

ADMINISTRATION, ORGANIZATION,  
RECORDS MANAGEMENT AND  
INFORMATION REQUESTS

## Authority

N.J.S.A. 27:1A-5, 27:1A-6 and 52:14B-1 et seq.,  
particularly 52:14B-3 and 4.

## Source and Effective Date

R.2010 d.070, effective April 21, 2010.  
See: 41 N.J.R. 4419(a), 42 N.J.R. 952(a).

## Chapter Expiration Date

Chapter 1A, Administration, Organization, Records Management and  
Information Requests, expires on April 21, 2015.

## Chapter Historical Note

Chapter 1A, Administration, Organization and Management, was  
adopted as R.1989 d.366, effective June 16, 1989. See: 21 N.J.R.  
2049(a).

Pursuant to Executive Order No. 66(1978), Chapter 1A, Administra-  
tion, Organization and Management, was readopted as R.1994 d.348,  
effective June 13, 1994. See: 26 N.J.R. 2797(a).

Chapter 1A, Administration, Organization and Management, was re-  
named "Administration, Organization, Records Management and Infor-  
mation Requests" by R.1996 d.366, effective August 5, 1996. See: 28  
N.J.R. 2510(a), 28 N.J.R. 3807(a).

Pursuant to Executive Order No. 66(1978), Chapter 1A, Administra-  
tion, Organization, Records Management and Information Requests, was  
readopted as R.1999 d.206, effective June 10, 1999. See: 31 N.J.R.  
840(a), 31 N.J.R. 1950(a).

Chapter 1A, Administration, Organization, Records Management and  
Information Requests, was readopted as R.2004 d.441, effective  
November 3, 2004. See: 36 N.J.R. 3233(a), 36 N.J.R. 5370(a).

Chapter 1A, Administration, Organization, Records Management and  
Information Requests, was readopted as R.2010 d.070, effective April  
21, 2010. As a part of R.2010 d.070, Subchapter 1, Operation and  
Procedures of the Department of Transportation, was renamed General  
Information; and Subchapter 2, Definitions, Subchapter 3, Rulemaking,  
and Subchapter 4, Obtaining Government Records, were adopted as new  
rules, effective May 17, 2010. See: Source and Effective Date. See,  
also, section annotations.

## CHAPTER TABLE OF CONTENTS

## SUBCHAPTER 1. GENERAL INFORMATION

16:1A-1.1 Mission statement of the Department  
16:1A-1.2 Organization of Department  
16:1A-1.3 through 16:1A-1.9 (Reserved)

## SUBCHAPTER 2. DEFINITIONS

16:1A-2.1 Definitions

## SUBCHAPTER 3. RULEMAKING

16:1A-3.1 Procedure for filing a rulemaking petition  
16:1A-3.2 Extension of the public comment period  
16:1A-3.3 Conducting a public hearing  
16:1A-3.4 Notice of rulemaking proposals

## SUBCHAPTER 4. OBTAINING GOVERNMENT RECORDS

16:1A-4.1 General information  
16:1A-4.2 Record requests

16:1A-4.3 Exempt records  
16:1A-4.4 Copying fees  
16:1A-4.5 Traffic control signal records  
16:1A-4.6 Traffic camera video records

APPENDIX. NEW JERSEY DEPARTMENT OF  
TRANSPORTATION ORGANIZATIONAL CHART

## SUBCHAPTER 1. GENERAL INFORMATION

## 16:1A-1.1 Mission statement of the Department

The Department of Transportation's mission statement is:  
"Improving Lives by Improving Transportation."

Repeal and New Rule, R.1996 d.366, effective August 5, 1996.  
See: 28 N.J.R. 2510(a), 28 N.J.R. 3807(a).

Rewrote the section.

Amended by R.1999 d.206, effective July 19, 1999.

See: 31 N.J.R. 840(a), 31 N.J.R. 1950(a).

Rewrote the section.

Amended by R.2001 d.457, effective December 3, 2001.

See: 33 N.J.R. 3412(a), 33 N.J.R. 4149(b).

Rewrote the section.

Amended by R.2004 d.441, effective December 6, 2004.

See: 36 N.J.R. 3233(a), 36 N.J.R. 5370(a).

Rewrote the section.

## 16:1A-1.2 Organization of Department

(a) The Department of Transportation is organized as in-  
dicated in the Organizational Chart (see chapter Appendix,  
incorporated herein by reference) and the functions and  
responsibilities of its officers are as follows:

1. The Commissioner of Transportation is the Chief  
Executive Officer of the Department and oversees all func-  
tions of the Department of Transportation.

i. The Director of Design Services is designated the  
State Transportation Engineer;

2. The Deputy Commissioner reports to the Commis-  
sioner with principal responsibilities in the following areas:

i. Capital Program Management—the Assistant  
Commissioner and the Deputy Assistant Commissioner  
of Capital Program Management have principal respon-  
sibilities in the following areas:

- (1) Capital Program Support;
- (2) Project Management;
- (3) Design Services;
- (4) Construction Services and Materials;
- (5) State Transportation Engineer; and
- (6) Right of Way and Access Management;

ii. Operations—the Assistant Commissioner of Op-  
erations has principal responsibilities in the following  
areas:

- (1) Operations North;
  - (2) Operations Central;
  - (3) Operations South;
  - (4) Traffic Engineering and Safety;
  - (5) Operations Support; and
  - (6) Office of Transportation Security;
- iii. Planning and Development—the Assistant Commissioner of Planning and Development has principal responsibilities in the following areas:
- (1) Environmental Resources;
  - (2) Local Aid and Economic Development;
  - (3) Statewide Planning; and
  - (4) Project Development;
- iv. Chief Financial Officer—the Chief Financial Officer has principal responsibilities in the following areas:
- (1) Budget;
  - (2) Accounting and Auditing; and
  - (3) Procurement;
- v. Administration—the Assistant Commissioner for Administration has principal responsibilities in the following areas:
- (1) Employee Support;
  - (2) Human Resources; and
  - (3) Support Services;
- vi. Capital Investment Strategy—the Executive Director of Capital Investment Strategy has principal responsibilities in the following areas:
- (1) Capital Investment Planning and Development;
- vii. Legal Services;
- viii. Civil Rights and Affirmative Action;
- ix. Statewide Traffic Operations—the Executive Director of Statewide Traffic Operations has principal responsibilities in the following areas:
- (1) Traffic Operations; and
- x. Information Technology;
3. The Chief of Staff reports to the Commissioner with principal responsibilities in the following areas:
- i. Government and Community Relations—the Assistant Commissioner of Government and Community Relations has principal responsibilities in the following areas:

- (1) Communications; and
  - (2) Community Relations; and
- ii. Legislation, Regulation and Multimodal Services—the Assistant Commissioner of Legislation, Regulation and Multimodal Services has principal responsibilities in the following areas:
- (1) Policy, Legislative and Regulatory Actions;
  - (2) Multimodal Services; and
  - (3) Authorities Coordination;
4. The Director of Smart Growth reports to the Commissioner with principal responsibilities to provide for the expedition of certain permits in smart growth areas and for the creation of expedited permit mechanisms, such as permits-by-rule; and
5. The Inspector General reports to the Commissioner with principal responsibilities to provide the Commissioner and the Department's senior leadership with independent and responsive assistance relating to oversight of special investigative services and annually assess internal controls over operations.

Amended by R.1994 d.348, effective June 13, 1994.

See: 26 N.J.R. 2797(a).

Amended by R.1994 d.453, effective August 12, 1994.

See: 26 N.J.R. 3740(a).

Amended by R.1999 d.206, effective July 19, 1999.

See: 31 N.J.R. 840(a), 31 N.J.R. 1950(a).

Rewrote (a).

Amended by R.2001 d.457, effective December 3, 2001.

See: 33 N.J.R. 3412(a), 33 N.J.R. 4149(b).

Rewrote the section.

Amended by R.2003 d.50, effective December 30, 2002.

See: 35 N.J.R. 621(a).

Rewrote the section.

Amended by R.2004 d.441, effective December 6, 2004.

See: 36 N.J.R. 3233(a), 36 N.J.R. 5370(a).

Rewrote the section.

Amended by R.2010 d.070, effective May 17, 2010.

See: 41 N.J.R. 4419(a), 42 N.J.R. 952(a).

In (a)1i, substituted a semicolon for a period at the end; rewrote (a)2i(1), (a)2i(6), (a)2ii(6), (a)2iii(1), (a)2iii(3), (a)2iii(4), (a)2iv, (a)2vi, (a)2ix, (a)2x and (a)3; in (a)2i(5), inserted "and" at the end; deleted former (a)2i(7) and (a)4; recodified former (a)5 as (a)4; in (a)4, substituted "; and" for a period at the end; and added new (a)5.

### 16:1A-1.3 (Reserved)

Recodified to N.J.A.C. 16:1A-3.1 by R.2010 d.070, effective May 17, 2010.

See: 41 N.J.R. 4419(a), 42 N.J.R. 952(a).

Section was "Procedure for filing a rulemaking petition".

### 16:1A-1.4 (Reserved)

Recodified to N.J.A.C. 16:1A-3.2 by R.2010 d.070, effective May 17, 2010.

See: 41 N.J.R. 4419(a), 42 N.J.R. 952(a).

Section was "Extension of the public comment period".