

3. Over 20 pages \$0.25 per page

(b) Governmental agencies or officers who request records in the performance of their official duties shall be exempt from payment of fees for copying records.

(c) The copying fees for records other than records deemed to be public shall also be based on the fee schedule in (a) above.

(d) When or if fees for the copying of public records change in accordance with the N.J.S.A. 47:1A-2, these changes shall be published as a public notice in the New Jersey Register, and revised in (a) above through a notice of administrative change pursuant to N.J.A.C. 1:30-2.7.

SUBCHAPTER 3. (RESERVED)

SUBCHAPTER 4. EXPUNGEMENT OR SEALING OF RECORDS

10A:22-4.1 Procedures for expungement of records and information

(a) Pursuant to N.J.S.A. 2C:52-1 et seq., whenever the Administrator of a correctional facility, administrative supervisor or staff member receives an Order from the Courts or from the Central Reception and Assignment Facility (C.R.A.F.) directing the expungement of inmate records, all records and information that are subject to said Order of Expungement shall be removed from the files and forwarded to the C.R.A.F.

(b) Inmate records shall include, but not be limited to:

1. Classification;
2. Identification;
3. Medical/mental health;
4. Education;
5. Professional services;
6. Payroll;
7. Business office;
8. Management control;
9. Operations;
10. Internal affairs; and
11. Mail records.

(c) To avoid any confusion and/or complication relative to permanent numerical files that may be maintained in

various areas, a blank card reflecting only the appropriate number and in bold print, "NO RECORD," shall be inserted in place of the permanent record being removed.

(d) In the event there are reports, documents or material wherein more than one individual is mentioned, the name of the individual whose record has been expunged may be obliterated, rather than purging said record in its entirety.

(e) Any future Court Orders concerning the expunged records shall be forwarded immediately to the C.R.A.F.

(f) When an Order of Expungement is received and the individual named in such Order cannot be identified from the files, or if it is determined that the records have been transferred to another location or holding area, the Order shall be forwarded immediately to the C.R.A.F.

(g) When handling inquiries for information relative to records affected by Orders of Expungement, the appropriate response shall be "NO RECORD."

(h) Disclosure of any information and/or records which have been expunged by Order of the Court is punishable in accordance with N.J.S.A. 2C:52-30.

10A:22-4.2 Expungement of disciplinary records

When an inmate is adjudicated not guilty of a disciplinary charge, the inmate's records shall be expunged in accordance with the procedures outlined in N.J.A.C. 10A:4-9.26, Expungement.

10A:22-4.3 Procedures for sealing juvenile records

(a) Whenever the Administrator of a correctional facility, an administrative supervisor or staff member receives an Order from the Courts or from the Central Reception and Assignment Facility (C.R.A.F.) directing the sealing of juvenile records, all records concerning the inmate set forth in the Court Order shall be forwarded to the C.R.A.F. for placement in the established sealed records file.

(b) In accordance with the sealing of records statute at N.J.S.A. 2A:4A-62:

1. All index references shall be marked "NOT AVAILABLE" or "NO RECORD"; and
2. When a correctional facility Administrator, administrative supervisor or staff member receives inquiries for information relative to sealed juvenile records, the appropriate response shall be that there are no records with respect to such juveniles.

(c) Any future Court Orders concerning sealed juvenile records shall be forwarded to the C.R.A.F.

(d) Any subsequent conviction of a crime or adjudication of delinquency or in need of supervision has the effect of nullifying the sealing Order.