

12. Audit reports performed by Department personnel or outside agency personnel for the Department;

13. Bridge and structural records and plans relating to the Interstate Highway System, including all State roads;

14. Work papers, memoranda reports, plans, or other records that are made, maintained, or kept as part of any investigation by the Department into a matter involving any potential violation of civil or criminal law;

15. Work papers, memoranda or reports that are determined by the Department to be a draft or work in progress;

16. For the preservation of the "attorney-client privilege," all records that are part of any case file maintained by a Deputy Attorney General acting for the Department;

17. Appraisal review analyses; and

18. Estimates, appraisals and costs of acquiring right-of-way prior to the completion of a project, unless the requestor is a party to a Departmental eminent domain proceeding, in which case, disclosure of the records is subject to the provisions of the Eminent Domain Act, N.J.S.A. 20:3-1 et seq., and New Jersey Court Rules, R. 4:73-11.

Amended by R.2015 d.024, effective February 17, 2015.

See: 46 N.J.R. 2013(a), 47 N.J.R. 498(a).

Deleted former (a)13 and (a)14; added new (a)13; recodified former (a)15 through (a)19 as new (a)14 through (a)18; and rewrote (a)14.

#### 16:1A-4.4 Copying fees

(a) Copies of records will be made available upon full payment of the copying fees, by check or money order made payable to "New Jersey Department of Transportation." Ordinary copying fees shall be in accordance with N.J.S.A. 47:1A-5. The Department may require a 50 percent deposit for special service charges. The copying costs for the following non-exclusive list of records have been determined by the Department to be extraordinary, is provided in this section for ease of reference, and their copying fees are as follows:

1. Copies of drawings, maps, and plan sheets shall be \$2.00 per page or \$25.00 per compact disk. Copying costs for color copies of drawings, maps, and plan sheets will be based on actual costs;

2. Copying fees for traffic control signal operation and maintenance records shall be in accordance with N.J.A.C. 16:1A-4.5(c); and

3. Copying fees for traffic camera video records shall be in accordance with N.J.A.C. 16:1A-4.6(c).

(b) If a person wishes to copy more than 100 pages of Department records, the custodian of records may permit the use of the person's own photographic process providing:

1. The photographic process is approved by the custodian;

2. There is no risk of damage, mutilation or loss of the records;

3. The copying of such records would not be incompatible with the economic and efficient operation of the office; and

4. Upon full payment of the fee that will be established by the custodian after consideration of the equipment and time involved, at not less than \$10.00 or more than \$50.00 per day.

(c) If it is not practicable for the Department to copy any document, the document will be copied commercially and the requestor shall be charged a fee equal to the Department's costs for the commercial copying.

(d) Government agencies are exempt from the copying fees provided that the request is submitted on official letterhead stationery and signed by the agency head.

Amended by R.2015 d.024, effective February 17, 2015.

See: 46 N.J.R. 2013(a), 47 N.J.R. 498(a).

Rewrote (a).

#### 16:1A-4.5 Traffic control signal records

(a) All requests for current traffic control signal records, other than date-specific signal records, shall be submitted in writing and mailed to:

Bureau of Traffic Engineering  
New Jersey Department of Transportation  
PO Box 600  
Trenton, NJ 08625-0600

(b) All requests for date-specific traffic control signal records shall be submitted in writing and mailed to:

Bureau of Roadway Maintenance Engineering and Operations  
New Jersey Department of Transportation  
PO Box 607  
Trenton, NJ 08625-0607

(c) Requests shall be accompanied by the following fees:

1. Current timing - \$10.00;

2. Current plan - \$15.00; and

3. Certification of date-specific traffic control signal records - \$100.00.

Amended by R.2015 d.024, effective February 17, 2015.

See: 46 N.J.R. 2013(a), 47 N.J.R. 498(a).

In the introductory paragraph of (a), inserted "current" and "other than date-specific signal records," and in the address in (a), deleted "and Investigations" following "Traffic Engineering"; added new (b); recodified former (b) and (c) in part as new (c); and rewrote (c).

#### 16:1A-4.6 Traffic camera video records

(a) All requests for traffic camera video records shall be made in writing on the Department's Video Log Request

Form, which may be obtained at [www.state.nj.gov/transportation/business/videolog](http://www.state.nj.gov/transportation/business/videolog). Completed forms shall be sent to:

Video Request Coordinator Transportation  
Systems Management  
New Jersey Department of Transportation  
P.O. Box 600  
Trenton, NJ 08625

or submitted by facsimile to:

Fax: 609-530-2607

(b) All requests for traffic camera video records must be made to and received by the Department within seven calendar days of the date of the requested traffic camera video record.

(c) The copying fee for the first three hours or less of the requested traffic camera video record is \$100.00 per camera. The copying fee for each additional three hours of the requested video record is \$50.00 per camera. Fees shall be paid by check or money order made payable to the "New Jersey Department of Transportation." Within 30 days of notification by the Department that the video record is

available, the requestor must submit the copying fee. After 30 days the video record will not be retained.

Amended by R.2015 d.024, effective February 17, 2015.  
See: 46 N.J.R. 2013(a), 47 N.J.R. 498(a).  
Rewrote (a).

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## APPENDIX

### (RESERVED)

New Rule, R.1999 d.206, effective July 19, 1999.

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

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

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

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

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

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

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

Added Department website information.

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

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

Updated the Department website information and inserted "609 588-6601" following the address.

Repealed by R.2015 d.024, effective February 17, 2015.

See: 46 N.J.R. 2013(a), 47 N.J.R. 498(a).

Appendix was "New Jersey Department of Transportation Organizational Chart".