



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION
P. O. Box 211
TRENTON, NEW JERSEY 08625-0211

MIKIE SHERRILL
Governor

AARON BINDER
State Treasurer

DR. DALE G. CALDWELL
Lt. Governor

AMANDA TRUPPA
Director

April 6, 2026

Patrick Anthony
New Jersey Notary Association
PO Box 276
Haddon Heights, NJ 08035
patrick@newjerseynotaryassociation.org

Date Received: March 5, 2026
Reference: W249781

Dear Mr. Anthony:

The Department of Treasury, Division of Division of Revenue and Enterprise Services (DORES), has completed its review of your Open Public Records Act (OPRA) Request W249781, in which you request:

CATEGORY 1: Creation of Notary Education Videos

All records including emails, memoranda, correspondence, internal communications, contracts, invoices, meeting minutes, notes, drafts, and other documents relating to:

- a. Planning, development, production, or creation of the notary education videos at <https://www.nj.gov/treasury/revenue/videos.shtml>.*
- b. Criteria, standards, or guidelines used to determine content, length, or educational adequacy of said videos.*
- c. Assessments or evaluations of the educational effectiveness of said videos.*
- d. Communications with vendors or contractors regarding production of said videos, including bids, proposals, or contracts.*
- e. Decisions regarding length of said videos.*

CATEGORY 2: Decision Regarding Third Party Vendor Applications All records including emails, memoranda, correspondence, internal communications, meeting minutes, notes, drafts, legal analyses, and other documents relating to:

- a. Interpretation or application of N.J.S.A. 52:7-10.2(e) regarding authority to provide courses directly or through independent vendors.*
- b. Discussion or decision regarding whether to establish a process for approving independent vendors.*

- c. The decision, referenced in your March 5, 2026 response to OPRA Request W249365, that "the Department of the Treasury has opted to provide notary public continuing education courses directly rather than through independent vendors."*
- d. Legal opinions or analyses regarding the statutory obligation under N.J.S.A. 52:7-10.2(f) to compile and publish a list of approved independent vendors.*
- e. Communications with other state agencies, county clerks, or legislative offices regarding vendor approval processes.*
- f. Records explaining why no process was established to receive or respond to applications from independent vendors, including the application submitted by the New Jersey Notary Association.*

The Records Custodian for DORES responds as follows.

Please be advised your request for communications is improper. Pursuant to N.J.S.A. 47:1A-5(g), when a request for “*emails, memoranda, correspondence, internal communications, contracts, invoices, meeting minutes, notes, drafts, legal analysis, and other documents relating to...*” does not (1) identify specific employees, job titles, or accounts to be searched, (2) list a specific subject matter to be searched, and (3) is not limited to a reasonable time period, a records custodian is not required to fulfill the request. Additionally, your request would require DORES to conduct research, compile data, and create a new record, which OPRA does not require. N.J.S.A. 47:1A-5(g).

Secondly, the requested records, if any exist, are exempt from disclosure under the “inter-agency or intra-agency advisory, consultative or deliberative material” exemption pursuant to N.J.S.A. 47:1A-1.1. As such, OPRA Request W249781 is denied and is now closed.

In addition to the reasons for denial set forth above, the Department of the Treasury reserves the right to supplement the reasons with any additional basis for exception to public access as may hereinafter also be determined to apply.

If you disagree with this determination, you have a right to challenge the decision by the Department of the Treasury. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a written complaint with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by E-mail at Government.Records@dca.nj.gov or at their web site at www.nj.gov/grc. The Council can also answer other questions about the law.

Should you have any questions, please contact the Treasury Government Records Access Unit at (609) 633-1300, by email at AccessUnit.TreasuryGovernmentRecords@treas.nj.gov, or by mail at PO Box 215 Trenton, NJ 08625.

Sincerely,



Jacquelyn McCarty
Manager, Government Records Access Unit