

Supported

DISSEMINATION OF PUBLIC RECORDS

Be it ordained by the Mayor and Council of the City of Hoboken, county of Hudson, State of New Jersey, as follows:

Section 1. Short Title

Electronic Maintenance and Dissemination of Public Records Ordinance

Section 2. Purpose

Whereas, Hoboken has a strong commitment to open, efficient, promptly responsive, and accessible government; and

Whereas, technologies have made possible the swift and inexpensive dissemination of information through electronic means, including the internet and e-mail; and

Whereas, the use of electronic technologies will likely reduce the use of paper, thereby benefitting the environment and the public fisc and the private fisc;

Therefore, the Mayor and Council find and determine that the means and process used by the City Clerk's Office to maintain and disseminate public information and documents and to respond to requests for public information and documents shall include the use of electronic technologies, including the internet and e-mail.

Section 3. Definitions

- a. "Internet" shall mean the world wide web (www).
- b. "E-mail" shall mean electronic communication over the world wide web.

Section 4. Provisions

- a. Within 30 days of the effective date of this ordinance, the City of Hoboken shall establish a site on the internet ("Hoboken Web Site") and shall create an e-mail address for the City Clerk's Office and for all municipal boards, agencies, bureaus, departments, offices, and entities, including but not limited to the Planning Board, the Zoning Board of Adjustment, the Board of Health, and the Department of Construction, in order to maintain and disseminate public information and to respond to request for public information over the internet.
- b. In addition to being created and maintained in a paper form, all documents that are required to be maintained for public inspection or use shall be created electronically and posted on the Hoboken Web Site, including but not limited to minutes, agendas, resolutions, and

ordinances of the municipal offices and entities of the City of Hoboken.

c. All documents created by the City Clerk's office and by the aforementioned municipal entities shall be created and maintained in an electronic form, in addition to a paper form.

d. All requests for public documents and information shall be provided by e-mail, if so requested. The requesting entity shall provide its e-mail address, as part of the paper request form through which public information and documents are requested, and specify its request for information through e-mail.

e. All requests of the Hoboken City Clerk's Office and of the aforementioned municipal entities for public information or documents in an electronic form shall be responded to by law and in a timely fashion, as if requested in paper form.

f. All notices and agendas required to be posted publicly or published before meetings and/or hearings of municipal entities shall be posted on the Hoboken Web Site simultaneously with the physical posting or publication in paper form of such notices.

Section 5. Effective Date

This Ordinance shall take effect immediately, as prescribed by law.

Section 6. Severability

If any sentence, paragraph, clause, or section of this ordinance, or the application thereof to any person or circumstance shall be judged by a court of competent jurisdiction to be invalid, such judgment shall not impair, affect, or void the remainder of this ordinance.