



FOUNDATION

P.O. Box 32159
Newark, NJ 07102

Tel: 973-642-2086
Fax: 973-642-6523

info@aclu-nj.org
www.aclu-nj.org

Jeanne LoCicero
Deputy Legal Director
973-854-1715
jlocicero@aclu-nj.org

May 3, 2016

Records Custodian
Department of Human Services
222 Warren Street
Trenton, New Jersey 08608

Dear Records Custodian:

This is a request for records from the Department of Human Services (DHS) pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law right of access to public documents. *South Jersey Publishing Co. v. New Jersey Expressway Auth.*, 124 N.J. 478, 487-89 (1991). Please provide me with DHS records for the period November 1, 2015, to present:

1. Correspondence with the U.S. Office of Resettlement Services and/or the Administration for Children and Families;
2. Correspondence with resettlement agencies that work in New Jersey;
3. Correspondence with third parties regarding refugees;
4. Documents reflecting the number of DHS staff members who work on refugee resettlement;
5. Calendar entries, agendas, attachments to agendas, minutes, and other records that document meetings that DHS staff participated in regarding refugees; and
6. Reports, memoranda, or directives regarding New Jersey's refugee resettlement program.

If you determine that any portion of the requested materials are exempt from release, we request that you redact the portion that you believe exempt and provide us with copies of the remaining, non-exempt portions. If any or part of this request is denied, please send us a letter describing the material and listing the exemption(s) on which you rely.

If you feel that unusual circumstances warrant a special charge for providing the particular items in this request, please advise me beforehand so that we can discuss arrangements. If you feel that any of the requests are unclear, vague, or overbroad, please contact me for additional information.

Thank you in advance for your attention to the matter.

Sincerely,

Jeanne LoCicero
Deputy Legal Director