



Borough of Butler

TO: Dori Morgan

FROM: Mary O'Keefe, Borough Clerk *mark*

DATE: November 19, 2020

RE: Open Public Records Act Request – 80 Roosevelt Avenue

The Borough of Butler and Official Records Custodian, Mary O'Keefe received your Open Public Records Act (OPRA) request on November 9, 2020. As such, the seven (7) business day deadline to respond to your request is November 19, 2020. This response to your request is being provided to you on the seventh business day after the custodian's receipt of said request.

Your request was as follows:

Please send records for 80 Roosevelt Avenue related to:

- Permit history, permit applications, permit certificates – are there any open permits? If so, which ones?
- Tank records
- Code violations

I am enclosing the permit query report for the above listed property.

Requestors must be as specific as possible when requesting records. For example, requestors must identify types of records, dates, parties to correspondence, subject matter, etc. However, requestors may not know the names of certain records. The spirit of OPRA implies that custodians assist requestors with identifying the records they are seeking, although a custodian's failure to do so is not a violation of OPRA. Requests for information or requests that ask questions are NOT valid OPRA requests.

Example of an overly broad request: "Any and all records related to the construction of the new high school."

Example of a valid request: "Any and all e-mails between Jane Doe and John Smith regarding the construction of the new high school from January 1, 2009 to February 28, 2009."

These records are being transmitted to you via e-mail, as per your request. Pursuant to N.J.S.A. 47:1A-5.b., there is no cost associated with this request.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Borough of Butler to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. 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 grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

One Ace Road, Butler, New Jersey 07405

Borough Offices: (973) 838-7200 x. 226
Fax: (973) 838-3762

Public Works: (973) 838-0063

Police: (973) 838-4100

Fax (973) 838-3454

