



SINCE 1844

ROCKAWAY TOWNSHIP

65 MOUNT HOPE
ROAD, ROCKAWAY, NEW JERSEY 07866

Re: OPRA Request #

Date of Request:

The Open Public Records Act (OPRA) governs the public's access to government records, and specific information must be included for such requests, per N.J.S.A. 47:1A-1, et seq.

Rockaway Township has adopted the required form from the Government Records Council, for the use of any person to request a government record. The use of the form is strongly recommended. The form can be found at:

<https://www.rockawaytownship.org/DocumentCenter/View/10773/OPRA-Request-Form-2024>

While use of the OPRA form is not required, letter or email requests that do not include all the information required on the form may be denied.

You have not included the following information:

- _____ The address and telephone number of the requestor.
- _____ Whether you have been convicted of an indictable offense.
- _____ Whether the requested records are for a commercial purpose
- _____ Whether the records sought are in connection with a legal proceeding.

As your request does not include the required information, it is denied.

You may file a replacement request. If you choose to do so, we encourage you to use the official form provided at the web address noted above.

Adele Wadleigh

Adele Wadleigh
Acting Township Clerk