



MONROE TOWNSHIP SCHOOLS
423 Buckelew Avenue
Monroe Township, New Jersey 08831
www.monroe.k12.nj.us

DR. CHARI ROBYNNE CHANLEY

Superintendent of Schools

DR. ADAM M. LAYMAN

Acting Superintendent of Schools

LAURA ALLEN, CPA

Business Administrator/Board Secretary

Tel: 732-521-1500

Fax: 732-521-2719

September 16, 2025

VIA EMAIL: opra+request-80469-05558a04@requests.opramachine.com

Anonymous

Re: OPRA Request dated September 8, 2025

Dear Sir/Madam:

On behalf of the Custodian of Records for the Monroe Township Board of Education ("Board" and/or "District"), I am writing this letter in response to your request for records pursuant to the Open Public Records Act ("OPRA") submitted via email Monday, September 8, 2025, at 10:33 p.m. and received Tuesday, September 9, 2025.

More specifically, the Board's response to your request is set forth below.

"Please provide job descriptions for current administrative positions in 2025-2026 school year."

This request is overly broad in that the request does not identify specific records and seeks information rather than identifiable records. A proper OPRA request must identify with reasonable clarity by specifically describing those documents that are being sought. See Gannett New Jersey Partners L.P. v. County of Middlesex, 379 N.J. Super. 205, 211-12, 877 A.2d 330 (App. Div. 2005); New Jersey Builders Association v. New Jersey Council on Affordable Housing, 390 N.J. Super. 166, 178 (App. Div.), cert. Denied, 190 N.J. 394 (2007); Bent v. Stafford Police Dep't, 381 N.J. Super. 30, 40 (App. Div. 2005). Under OPRA, one cannot submit "wholesale requests for general information to be analyzed, collated and compiled by the responding government entity." MAG Entertainment, LLC v. Division of Alcoholic Beverage Control, 375 N.J. Super. 534, 868 A.2d 1067 (App. Div. 2005). (The Court found a request for "all books, records, [and] documents" related to a specific project to be improper.)

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OPRA operates to make identifiable government records “readily accessible for inspection, copying, or examination.” N.J.S.A. 47:1A-1; MAG Entertainment, LLC v. Div. of ABC, 375 N.J. Super. 534, 546 (App. Div. 2005). MAG Entertainment, LLC held, “[w]hile OPRA provides an alternative means of access to government documents not otherwise exempted from its reach, it is not intended as a research tool litigants may use to force government officials to identify and siphon useful information.” Id. at 547. “Under OPRA, agencies are required to disclose only ‘identifiable’ government records not otherwise exempt.” Id. at 549; *See also Bent v. Stafford Police Dep’t*, 381 N.J. Super. 30, 37 (App. Div. 2005) (holding that OPRA only allows requests for records as contrasted from information, and to qualify under OPRA a request must reasonably identify a record and not generally data, information or statistics). The Board is not required to perform research on behalf of the requestor, only to produce specific records identified by the requestor. Likewise, the Board is not required to create new documents in order to respond to an OPRA request. *See Sussex Commons Assocs., LLC v. Rutgers*, 210 N.J. 531, 544 (2012).

Your request fails to identify a specific job title or accounts to be searched for the records being requested. Accordingly, as submitted, your request fails to identify with reasonable clarity the specific government records sought. Please respond in writing to clarify the specific government records sought, specifically by providing the specific job title of the records you are seeking, so that we may process your request.

In the event that we do not receive the written clarification within seven (7) days, this correspondence shall represent the Board’s denial of your request as overly broad. As such, this correspondence and the above information shall constitute a full and complete response to your OPRA request and therefore, your OPRA request will be deemed closed.

Sincerely,



Lisa Goldstein

OPRA Secretary/Custodian of Records & Central Registration Secretary

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