

Cassidy L. Swanson

Acting Municipal Clerk

(856) 845-1300 x146

[cswanson@woodbury.nj.us](mailto:cswanson@woodbury.nj.us)



*City of Woodbury*  
GLOUCESTER CO.  
WOODBURY, N. J.

City of Woodbury

City Hall

33 Delaware Street

Woodbury, NJ 08096

(856) 845-1300

April 13, 2022

***Via email only ([opra+request-30364-1879945c@requests.opramachine.com](mailto:opra+request-30364-1879945c@requests.opramachine.com))***

Patrick Duff

**Re: All communications, verbal or written, as well as all emails and attachments to and from Charles Fiore and all of council, mayor, solicitor, zoning officers and or the administrator.**

Dear Mr. Duff:

The City of Woodbury Records Custodian received your undated request for records pursuant to the Open Public Records Act (OPRA) and the New Jersey common law right of access on March 24, 2022. Accordingly, the initial seven (7) business day deadline to respond to your request under OPRA is April 4, 2022. We previously requested an extension of time until April 13, 2022 to further process your request.

Your request requires additional time beyond the seven (7) business days to fulfill due to the scope and nature of your request. OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5.i. Specifically, OPRA states that, "the requestor shall be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied." Further processing of your request requires an additional seven (7) business days, which is until April 25, 2022.

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 City Woodbury Clerk's office 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](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://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.

Very truly yours,

Cassidy Swanson

Acting Municipal Clerk

Community Events Coordinator

Neighborhood Preservation Coordinator

City of Woodbury

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