

Karen Wynne

From: John Certo <opra+request-83246-35b5e094@requests.opramachine.com>
Sent: Monday, November 10, 2025 11:50 AM
To: Opra Request
Subject: OPRA request - Borough Administrator Leave Records for October 2025

Follow Up Flag: Follow up
Flag Status: Flagged

[You don't often get email from opra+request-83246-35b5e094@requests.opramachine.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Dear Matawan Borough,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Records requested:

Pursuant to the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.), I am requesting copies of all records documenting approved personal, vacation, or administrative leave taken by the Borough Administrator during October 2025.

This request includes, but is not limited to:

Any leave request or authorization forms (paper or electronic),

Corresponding payroll or attendance records,

Timesheets, email approvals, or other documents maintained or transmitted in the course of borough business reflecting leave status, hours, or pay codes.

Please conduct a reasonable search of all systems where such records are ordinarily maintained, including the Administrator's personnel file, the payroll/timekeeping system, and any email records used for leave approval.

If any portion of a record is exempt, please redact only the exempt material and release the remainder, consistent with *Asbury Park Press v. County of Monmouth*, 406 N.J. Super. 1 (App. Div. 2009).

If any responsive record does not exist, kindly provide a certification of non-existence pursuant to N.J.S.A. 47:1A-5(g).

If records are withheld in full, identify the specific legal basis for each withholding and the custodian responsible for the determination, as required by the same statute.

Please provide all responsive records electronically by email (PDF or standard format) within the statutory seven-business-day period under N.J.S.A. 47:1A-5(i).

Thank you for your prompt and accurate response to this lawful request.

Respectfully,

John Certo

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https://opremachine.com/change_request/new?body=matawan_borough

<https://opramachine.com/help/officers>

https://opremachine.com/request/borough_administrator_leave_reco

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."

AGENCY USE ONLY	
Tracking Information	Final Cost
Tracking # _____	Total _____
Rec'd Date <u>11-12-25</u>	Deposit _____
Ready Date <u>11-21-25</u>	Balance Due _____
Total Pages _____	Balance Paid _____
Records Provided	
<u>Karen Clark</u> Custodian Signature <u>11-12-25</u> Date	