



MANCHESTER TOWNSHIP

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August 23, 2023

Mr. Integrity

c/o opra+request-49237-d0cfe05c@requests.opramachine.com

Re: OPRA Request #2023-471

Dear Mr. Integrity,

The Township of Manchester is in receipt of your OPRA request dated received July 31, 2023 and extended to September 21, 2023, for:

“All email logs of Chief Robert Dolan from July 1, 2022 to July 31, 2023. This should include “to”, “from”, “date”, and “subject”.”

Please be advised that there are 16,879 lines of data to review in the requested email log. Fulfillment of this request will require an extraordinary expenditure of time and effort. Production of the requested documents will require an estimated 15 hours to complete, at a rate of pay of \$117.78 per hours, which is the base rate of pay without fringe benefits for Chief Robert Dolan, the only individual qualified to review and redact the sensitive emails of the Chief of Police for a total charge of \$3,533.85.

OPRA allows public agencies to impose special service charges whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or when fulfilling a request requires an extraordinary expenditure of time and effort. See N.J.S.A. 47:1A-5.c. Special service charges must be based upon the actual direct cost of providing the copy or copies.

OPRA mandates that the requestor shall have the opportunity to review and object to the charge prior to it being incurred. See N.J.S.A. 47:1A-5.c. As such, a detailed estimate is provided above:

The total estimated special service charge is \$3,533.85.

Kindly respond in writing with your acceptance or rejection of this estimated charge. We will not begin to process this request until we receive your written acceptance and a deposit of 50% of the total charge, or the amount of **\$1,766.93**.

Kindly respond in writing with your acceptance or rejection of this estimated charge within five business days. If the Township does not hear from you or receive payment in five business days, we will consider this request competed and closed. We will not begin to process this request until we receive your written acceptance and a deposit of 50% of the total charge, or the amount of **\$13,923.00**.

Sincerely,



Teri Giercyk, RMC/CMC
Municipal Clerk