



BOROUGH OF ROSELLE
OPEN PUBLIC RECORDS ACT REQUEST FORM
210 CHESTNUT STREET

Telephone Number : (908) 259-3010
Fax Number: (908) 245-9508
Custodian: Lydia D. Massey, Acting Clerk



Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name AS MI _____ Last Name Santana
E-mail Address Opnrequest-15985-8c56156@requests.opramachine.com
Mailing Address N/A
City _____ State _____ Zip _____
Telephone _____ FAX _____
Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail ☒
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature _____ Date 8-17-20

Payment Information

Maximum Authorization Cost \$ _____
Select Payment Method
Cash _____ Check _____ Money Order _____
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) – actual cost of material
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Please see the attachment.

AGENCY USE ONLY

Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	<u>081220-3</u>	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			

Custodian Signature _____

Date _____

Chantel Riley

From: Lydia Massey
Sent: Monday, August 17, 2020 8:09 AM
To: Chantel Riley
Subject: FW: OPRA request - Code Violations

Please process this Request.

Lydia

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

 **From:** AJ Santana <opra+request-15985-8c56156a@requests.opramachine.com>
Date: 8/14/20 8:40 PM (GMT-05:00)
To: Lydia Massey <lmassey@boroughofroselle.com>
Subject: OPRA request - Code Violations

Dear Roselle Borough,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:
All Code Violations on Single Family and Multifamily Properties in Roselle City.

Yours faithfully,
AJ

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-15985-8c56156a@requests.opramachine.com

Is lagbejimi@boroughofroselle.com the wrong address for OPRA requests to Roselle Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=roselle_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

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

View this OPRA request & responses online:

https://opramachine.com/request/code_violations_8

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.
