

Department:

PURCHASING

TOWNSHIP OF WAYNE
OFFICE OF THE TOWNSHIP CLERK
475 Valley Road
Wayne, New Jersey 07470
Fax: 973-709-1524
Email: opra@waynetownship.com

OPRA No. 23-1507

Date Due:
OCTOBER 19, 2023

REQUEST FOR PUBLIC RECORDS

A request for access to or for a copy of Public Records should be submitted on this form to the Office of the Township Clerk

FOR MUNICIPAL USE ONLY

Date Received: 10/10/2023

Date of Response: _____

SEE INFORMATION ON REVERSE SIDE
(Applicant Must Sign On Reverse Side)

Name: PAUL

Mailing Address: _____

City/State/Zip: _____

Telephone (Day): _____ Fax: _____

Email: Paul <opra+request-53806-e262ec25@requests.opramachine.com>

Preferred Delivery: Pick up ☐ US Mail ☐ Fax ☐ Email ☒ On-Site Inspection ☐

NOTE: Depending on the request, some delivery options may not be available. If US Mail is selected the requestor is responsible for postage.

***PLEASE BE ADVISED*:** Your request **MUST NAME SPECIFICALLY IDENTIFIABLE RECORDS**. A records custodian is not required to research files to figure out which records, if any, might be responsive to a broad and/or unclear request. An overly broad and/or unclear request will not be processed until clarification is provided. (I.e. if you are seeking permits and/or violation notices, **you must include the property address, TYPE of PERMIT(S)/VIOLATION(S)** (i.e. building, etc.) and a **DATE RANGE**).

Records requested:

The following records related to Property Room Consulting Inc. In the years 2021-10/1/2022

1. All Proposal Submitted for Auditing Police Evidence for the above indicted year 2. Scope of work performed 3. RFP and Responses 3. Any reports submitted by Property Room Consulting 4. Property and Evidence Packaging Manual Yours faithfully, PC

Information on a Specific Property:

Address _____

Block _____ Lot _____