

Department:

CLERK

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. 23-1365

Date Due:

SEPTEMBER 20, 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: 09/11/2023

Date of Response: _____

SEE INFORMATION ON REVERSE SIDE

(Applicant Must Sign On Reverse Side)

Name: SW

Mailing Address: _____

City/State/Zip: _____

Telephone (Day): _____ Fax: _____

Email: SW <opra+request-52609-2f996828@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:

Current Contracts (including collective negotiations agreements and individual employment contracts) for:

Supervisor and/or Head of Department of current Business Administrator Supervisor and/or Head of Department of current Assessments Supervisor and/or Head of Department of current Fire Inspection Bureau Supervisor and/or Head of Department of current Township Clerk Supervisor and/or Head of Department of current Engineering Supervisor and/or Head of Department of current Administration Supervisor and/or Head of Department of current Public Safety Supervisor and/or Head of Department of current Parks and Registration Supervisor and/or Head of Department of current Waste Collection Supervisor and/or Head of Department of current Legal Supervisor and/or Head of Department of current Human Resources Supervisor and/or Head of Department of current Public Works Supervisor and/or Head of Department of current Revenue Supervisor and/or Head of Department of current Purchasing Supervisor and/or Head of Department of current Permits and Inspection Supervisor and/or Head of Department of current Court Clerk Supervisor and/or Head of Department of current Office of Emergency Management Supervisor and/or Head of Department of current Finance

Information on a Specific Property:

Address _____

Block _____ Lot _____