



December 15, 2020

Via email only (OPRAmachine)

Val Kim

49 Kirkwood Road Gibbsboro, NJ 08026-1499

Tel: (856) 783-6655

Fax: (856) 782-8694

www.gibbsborotownhall.com

Re: Open Public Records Act

Dear Val Kim:

The Borough of Gibbsboro Records Custodian received your initial request for records pursuant to the Open Public Records Act (OPRA) December 7, 2020. Accordingly, the initial seven (7) business day deadline to respond to your request under OPRA is December 16, 2020. This response is being provided on the sixth day after your request.

Your records request was as follows:

"All civil service forms and or Gibbsboro Borough police forms used to file initial and final; administrative charges against PO Steven or Stephen Gagliardi a former Gibbsboro Police Officer. All separation agreements, letters of resignation, discharge letters for Steven or Stephen Gagliardi. From beginning of employment until end of employment."

A search of our available records showed that there are no documents that respond to your request.

The following efforts were made by the records custodian to locate Mr. Gagliardi's personnel files:

1. A search of all personnel records and employee files in active storage.
2. A search of all boxes with labels indicating personnel records and employee files in inactive storage.
3. The minutes from the estimated year of Mr. Gagliardi's departure (1995-1996) were scanned for mention of his separation.
4. The former Borough Clerk was contacted for assistance in identifying any other places where Mr. Gagliardi's personnel file might have been filed. She was unable to provide any further information.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Borough of Gibbsboro to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Very truly yours,

Amy C. Troxel
Acting Borough Clerk
Borough of Gibbsboro