



MANCHESTER TOWNSHIP

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OFFICE OF THE TOWNSHIP CLERK

SABINA T. SKIBO, RMC
TOWNSHIP CLERK

CRAIG WALLIS
JOAN BRUSH
SAMUEL F. FUSARO, JR.
JAMES A. VACCARO, SR.
CHARLES L. FRATTINI, SR.

February 7, 2019

Re: OPRA Request

To Whom It May Concern,

The Township of Manchester received your Open Public Records Act (OPRA) request on **February 1, 2019**. The official Records Custodian Sabina T. Skibo, received your OPRA request on the same date. As such, the seven (7) business day deadline to respond to your request is **February 12, 2019**. This response to your request is being provided to you on the 4th business day after the custodian's receipt of said request.

Your OPRA request sought access to the following:

Please provide the redacted incident and/or police reports for all DUI, DWI and/or Drug Possession arrests, summonses in Manchester Township, NJ that police responded to in January. Please include January 1st - 31st (1/1/19-1/31/19)

Your request requires additional time beyond the seven (7) business days to fulfill. OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5.i. Specifically, OPRA states that, "the requestor shall be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied."

A seven (7) business day extension is needed to fulfill this records request. Therefore the date records will be available will be February 22, 2019.

Should you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Sabina T. Skibo".

Sabina T. Skibo, RMC
Municipal Clerk