



MONROE TOWNSHIP SCHOOLS
423 Buckelew Avenue
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DR. CHARI ROBYNNE CHANLEY
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DR. ADAM M. LAYMAN
Acting Superintendent of Schools
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Tel: 732-521-1500
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August 26, 2025

VIA EMAIL: opra+request-79727-15f8cc2f@requests.opramachine.com
Anonymous

Re: OPRA Request dated August 18, 2025

Dear Sir/Madam:

On behalf of the Custodian of Records for Monroe Township Board of Education ("Board" and/or "District"), I am writing this letter in response to your request for records pursuant to the Open Public Records Act ("OPRA") submitted and received via email Monday, August 18, 2025.

More specifically, your request seeks access to:

"Email log for Gail DiPane for the period August 5, 2025-August 18, 2025. Include date, to/from and subject"

Based upon the items requested, your request requires additional time beyond the seven business days to fulfill as the Board must identify all the responsive documents, retrieve the documents, and redact any non-disclosable/exempt information. The OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5. Specifically, the OPRA states that, in the event a records custodian needs additional time to fulfill the request, the custodian shall be entitled to a reasonable extension of time and shall notify the requester of the time extension.

Accordingly, your request requires an extension of time until on or before Monday, September 29, 2025 to respond.

Thank you for your anticipated courtesies in this regard.

Sincerely,

Lisa Goldstein

Lisa Goldstein
OPRA & Central Registration Secretary

SUCCESS IS ALWAYS A TEAM EFFORT!!