

DUE Thursday January 25, 2024



State of New Jersey
Borough of Paramus
GOVERNMENT RECORDS REQUEST FORM
One Jockish Square
Paramus, New Jersey 07652
201-265-2100 - Fax: 201-265-0086

Records Request and
Tracking Number:
BC- 25828

Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name William MI _____ Last Name Dolan
Company _____
Mailing Address opra+request-57167-e.6662037@requests.oprachine.com
City _____ State _____ Zip _____ Email opra+request-57167-e.6662037@requests.oprachine.com
Business Hours Telephone: Area Code _____ Number _____ Extension _____
Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____
Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Requestor Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____
Select Payment Method
Cash _____ Check _____ Money Order _____
Fees: Letter Size @\$0.05 per page
Legal Size @\$0.07 per page
Delivery: Delivery / postage fees additional depending upon delivery type.
Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

see attached

Municipal Assessment Search/Tax Search are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11 et seq. If the individual seeking this information is not for a certified search, they acknowledge that, access to the items of public record regarding these items are provided and the individual seeking the information is not being supplied with certificates as described in N.J.S.A. 54:5-11et or N.J.S.A. 54:18-5, neither the individual seeking the information nor any third party may make any claim for damages against the Borough.

AGENCY USE ONLY

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open 1/16/24
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	<u>25828</u>	Total	_____
Rec'd Date	<u>1/16/24</u>	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____

Records Provided

Sent to Attorney

Custodian Signature _____

Date _____

Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. This form should only be used to submit records requests to the ***Borough of Paramus***.
2. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the ***Borough of Paramus***, that officer or employee may not have the authority to accept your request form on behalf of the ***Borough of Paramus*** and your request will be directed to the appropriate division custodian. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the ***Borough of Paramus*** request form, or attempt to make a request for access by telephone or fax; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by check or money order payable to the ***Borough of Paramus***.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
6. ***You may be charged a 50% or other deposit when a request for copies exceeds \$25. The Borough of Paramus*** custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
8. By law, the ***Borough of Paramus*** must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
9. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
10. If the ***Borough of Paramus*** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
11. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
12. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the ***Custodian of Records for the Borough of Paramus*** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO 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 Council can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.
14. Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

Kristin Rohner

From: William E. Dolan <opra+request-57167-e6b62037@requests.opramachine.com>
Sent: Sunday, January 14, 2024 11:11 AM
To: BoroClerk
Subject: [EXTERNAL]OPRA request - Emails between janzevino@paramusborough.org and Steven Muhlstrock between 2013 and 2017

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Paramus Borough,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Kindly provide all emails between janzevino@paramusborough.org and Steven Muhlstrock between 2013 and 2017

Thank you,

Yours faithfully,

William E. Dolan

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-57167-e6b62037@requests.opramachine.com

Is boroclerk@paramusborough.org the wrong address for OPRA requests to Paramus Borough? If so, please contact us using this form:

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fchange_request%2fnew%3fbody%3dparamus_borough&c=E,1,O6S8P2svYJUY4atG4CKJCISJdYPSPzj-2qY2-](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fchange_request%2fnew%3fbody%3dparamus_borough&c=E,1,O6S8P2svYJUY4atG4CKJCISJdYPSPzj-2qY2-NDBhKScCuw6K1kWx8RI9dVVey_nBx7avXlpxf_yb1qfeQBIFuLbdJ_zGhzUghsIQnHCoSECSakEk5nkEia3bw,,&typo=1)

[NDBhKScCuw6K1kWx8RI9dVVey_nBx7avXlpxf_yb1qfeQBIFuLbdJ_zGhzUghsIQnHCoSECSakEk5nkEia3bw,,&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelp%2fofficers&c=E,1,mvmwyTNQwM6M8I9HkqkVCSkuzyBxRD9o7ZXZj0YyBW_i3H1CkKkKWuXrkKTbApVYKHyLaUeQrCnXRSTwOmMI1Ju3pix_jn-ROIHC_7J7gAPApw,,&typo=1)

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelp%2fofficers&c=E,1,mvmwyTNQwM6M8I9HkqkVCSkuzyBxRD9o7ZXZj0YyBW_i3H1CkKkKWuXrkKTbApVYKHyLaUeQrCnXRSTwOmMI1Ju3pix_jn-ROIHC_7J7gAPApw,,&typo=1

View this OPRA request & responses online:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2frequest%2femails_between_janzevinoparamusb_4&c=E,1,YrTJY9g1lzyYnwNK92oP9Kj7qwx6ib41TIQQB02jH7r2IpOYwEHSuCXDEITb-YxDEXpleJnkb20-YCmahGyOGXUAtYBIAPBxKBWQ27_mu6xynv-87wL-AGtR&typo=1

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.