



Red Bank Borough Public Schools

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76 Branch Avenue | Red Bank, NJ 07701
732-758-1500 x1508 | 732-758-0140 (FAX)
rbb.k12.nj.us | gorgae@rbb.k12.nj.us

Eileen Gorga
Business Administrator/Board Secretary



December 14, 2021

To Whom It May Concern,

As custodian of records for the Red Bank Borough Board of Education ("Board"), I am writing this letter in response to your request for records pursuant to the Open Public Records Act ("OPRA") dated and received via email on December 14, 2021. More specifically, your OPRA request seeks (e)veryone who has been paid or employed by the board in the last year (1/1/21-present).

Based upon the items requested, your request requires additional time beyond the seven business days to fulfill as the district must identify all the responsive documents, retrieve the documents, and redact any non-disclosable/exempt information. In addition, I will be out of the office from December 15th through January 3rd for a pre-planned vacation and the closure of the District for winter break. The OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5.i. Specifically, the 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."

Accordingly, your request(s) require(s) an extension of time until Friday, January 14, 2022 to respond.

Thank you for your anticipated courtesies in this regard.

Eileen Gorga

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