



OFFICE OF THE CITY CLERK
NEWARK, NEW JERSEY 07102

Method of Submission:	
☒ Email	☐ Fax
☐ Walk-in	☐ Mail

Date: 11/19/20

RE: Open Public Records Application #ENG-20-1098 CV19

Dear DEREK GROTHUSEN

On March 16, 2020, New Jersey Governor Phil Murphy declared a State of Emergency. On the same day, Mayor Ras J. Baraka issued a press release announcing sweeping measures regarding the operation of City government to address the public health threat of Novel Coronavirus (COVID-19). **Those measures include minimal staffing at City Hall, with appointment only services. See, Press Release, dated March 16, 2020.**

Please be advised that the OPRA Unit operations, which are headquartered at City Hall, are impacted by the COVID-19 guidelines and protocols and will be operating with very limited personnel in accordance with the directive of the administration. In addition, all City of Newark Departments/Divisions where the responsive documents reside are also impacted.

As of March 16, 2020, all OPRA requests will be subject to an automatic thirty (30) day extension of time for the provision of a response. Once normal operations resume, all OPRA requests will be processed in the order in which they were received.

Your Open Public Record request has been received and the anticipated date for a response is 12/17/20 se ensure that you provide the OPRA file number noted on the subject line of this correspondence for our easy reference. We apologize for any inconvenience this may cause and appreciate your anticipated understanding and cooperation.

Sincerely,

City Clerk

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