

## Karen Wynne

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**From:** Time to Change- Jersey Style <opra+request-2265-9ab18304@requests.opramachine.com>  
**Sent:** Thursday, August 02, 2018 11:10 AM  
**To:** OPRA requests at Matawan Borough  
**Subject:** OPRA request - Facebook Policies and Procedures

Dear Matawan Borough,

This is a request for public records made under OPRA and the common law right of access. Please acknowledge receipt of this message.

Records requested:

1. A copy of policies and/or procedures regulating the Matawan Police Department's public facebook page, any and all Matawan Police Department's policies regarding the maintenance and/or content retention of township maintained social media forums.
2. List(s) of names of people who are/were hidden, blocked, banned from the Matawan Police Department's public facebook page.
3. List(s) of any deleted, hidden, blocked, banned comments and/or reviews that were on the Matawan Police Department's Office's public facebook page for the time period of 1-1-2018 to 8-2-2018.
4. List(s) of the authors' names of any deleted, hidden, blocked, banned comments and/or reviews that were on the Matawan Police Department's public facebook page for the time period of 1-1-2018 to 8-2-2018.
5. Copies of all messages and author's names sent via the Matawan Police Department's facebook messenger and responses for the time period of 1-1-2018 to 8-2-2018.
6. Name and rank and/or position title of the Matawan Police Department employee(s) responsible for maintaining any and all Matawan Police Department's social media forums.
7. Any emails sent to/from the employee(s) in question regarding the deleting/removing of content, or the limiting of access to content on any and all social media forums for the time period of 1-1-2018 to 8-2-2018.

Yours faithfully,

Time to Change- Jersey Style

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Please use this email address for all replies to this request:  
[opra+request-2265-9ab18304@requests.opramachine.com](mailto:opra+request-2265-9ab18304@requests.opramachine.com)

Is [karen.wynne@matawanborough.com](mailto:karen.wynne@matawanborough.com) the wrong address for OPRA requests to Matawan Borough? If so, please contact us using this form:  
[https://opramachine.com/change\\_request/new?body=matawan\\_borough](https://opramachine.com/change_request/new?body=matawan_borough)

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

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

[https://opramachine.com/request/facebook\\_policies\\_and\\_procedures\\_47](https://opramachine.com/request/facebook_policies_and_procedures_47)

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

If you find this service useful as an FOI officer, please ask your web manager to link to us from your organisation's FOI page.

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## OPEN PUBLIC RECORDS ACT REQUEST FORM



**Borough of Matawan**  
**201 Broad Street, Matawan, New Jersey 07747**  
**Karen Wynne, RMC**  
**(732) 566-3898 ext. 602**  
**Fax (732) 290-7585**  
**karen.wynne@matawanborough.com**

**Important Notice**

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

**Requestor Information – Please Print**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ FAX \_\_\_\_\_  
 Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On-Site Inspect \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
**If you are requesting records containing personal information, please 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.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information**

Maximum Authorization Cost \$ \_\_\_\_\_  
 Select Payment Method  
 Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_  
 Fees: Letter size pages - \$0.05 per page  
 Legal size pages - \$0.07 per page  
 Other materials (CD, DVD, etc) – actual cost of material  
 Delivery: Delivery / postage fees additional depending upon delivery type.  
 Extras: Special service charge dependent upon request.

**Record Request Information:** Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

**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 \_\_\_\_\_  
 Denied - Closed \_\_\_\_\_  
 Filled - Closed \_\_\_\_\_  
 Partial - Closed \_\_\_\_\_

**AGENCY USE ONLY****Tracking Information**

Tracking # \_\_\_\_\_  
 Rec'd Date 8-2-18  
 Ready Date 8-13-18  
 Total Pages \_\_\_\_\_

**Final Cost**

Total \_\_\_\_\_  
 Deposit \_\_\_\_\_  
 Balance Due \_\_\_\_\_  
 Balance Paid \_\_\_\_\_

**Records Provided**

*Karen Wynne Clark* 8-2-18  
 Custodian Signature Date