



SANDYSTON TOWNSHIP

133 Route 645 - Sandyston, NJ 07826
Tel: 973.948.3520 • Fax: 973.948.0783
www.sandystontownship.com

December 13, 2021

Mr. Norman Carvajal
opra+request-27937-8aade875@requests.opramachine.com

RE: OPRA Request of Monday, December 13, 2021

Dear Mr. Carvajal:

The Township of Sandyston received your Open Public Records Act (OPRA) request via email on Monday, December 13, 2021. The official Records Custodian, Amanda F. Lobban, received your OPRA request on that same date. As such, the seven (7) business day deadline to respond is Wednesday, December 22, 2021. This response to your request is being made via email on the same day of receipt of your OPRA Request.

Your request is as follows:

"I respectfully request a list of addresses of residential properties damaged by fire for the month of November 2021."

My response:

Please be advised, the proper agency to submit your request is to the Sandyston Township Volunteer Fire Department, 133A Route 645, Sandyston, NJ 07826, sandystonfire@sandystontownship.com.

Please be advised, in order to be considered a valid request under OPRA, the request must identify with reasonable clarity the specific government record/document desired. This request does not identify a specific government record/document. Your request, as stated above, seeks information or questions if information exists; however, the request does not identify a specific government record/document.

As a courtesy, please be advised, no such document exists relative to your request. There were no residential properties damaged by fire in Sandyston during the month of November 2021.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. 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 GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Sincerely,

Amanda F. Lobban, RMC
Municipal Clerk

Enclosure (OPRA request/letter)

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 12/13/2021
 Denied - Closed _____
 Filled - Closed 12/13/2021
 Partial - Closed _____

AGENCY USE ONLY

Tracking Information

Tracking # _____
 Rec'd Date 12/13/2021
 Ready Date 12/13/2021
 Total Pages _____

Final Cost

Total _____
 Deposit _____
 Balance Due _____
 Balance Paid _____

Records Provided

Please see attached letter response

Amanda Polk 12/13/2021
 Custodian Signature Date

clerk@sandystontownship.com

From: Norman Carvajal <opra+request-27937-8aade875@requests.opramachine.com>
Sent: Saturday, December 11, 2021 2:56 PM
To: OPRA requests at Sandyston Township
Subject: OPRA request - Fire Damaged Properties

To Whom It May Concern

I respectfully request a list of addresses of residential properties damaged by fire for the month of November 2021

I would really appreciate it if you could email me this information

Sincerely,

Norman Carvajal

RECEIVED

DEC 13 2021

BY: *Sandyston Township*

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-27937-8aade875@requests.opramachine.com

Is clerk@sandystontownship.com the wrong address for OPRA requests to Sandyston Township? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=sandyston_township

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/fire_damaged_properties_313

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.
