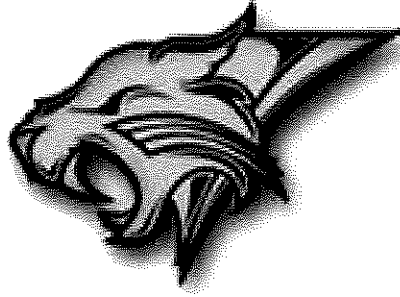


# PINELANDS REGIONAL SCHOOL DISTRICT

520 Nugentown Road  
P.O. Box 248  
Little Egg Harbor, NJ 08087-0248

Telephone 609-296-3106  
Fax 609-294-9519



MELISSA MCCOOLEY, Ed.D.  
*Superintendent*

NICHOLAS K. BROWN  
*Business Administrator/Board Secretary*

June 3, 2019

Via email: (opra+request-5073-62ffbcfc@requests.opramachine.com)

Mr. Lee Morey

RE: OPRA Request

Please be advised that I am the Custodian of Records for the Pinelands Regional School District Board of Education (the "Board"). I am in receipt of your April 2019 request (the "Request") for records pursuant to the Open Public Records Act ("OPRA" or the "Act").

On Monday May 6, 2019 you met with the Superintendent, Business Administrator and two (2) members of the Pinelands Board of Education to discuss your request for records. We determined that the following would satisfy your request:

1. All MSDS sheets affiliated with the construction and repair of the High School roof
2. The email logs of the former business administrator for 2018-2019 school year
3. Construction meeting minutes for the 2018-19 school year that reference the roofing issue

The requested MSDS sheets, bids specifications and shop drawings for Phase Two (2) have have been made available on the District's website at [www.pinelandsregional.org/health-and-safety](http://www.pinelandsregional.org/health-and-safety).

Please note the District's e-mail logs only reflect activity for the last thirty (30) days and therefore, no such email log for Steve Brennan exists for the requested period. I am currently working with my IT Department to see whether there is any way to retrieve an e-mail log beyond thirty (30) days using our current system.

I would be able to provide you with an e-mail archive which would go back to the requested period for Mr Brennan's emails. However, the e-mail archive would include the bodies of the e-mails and require review and potential redactions. This may also result in the imposition of a special service charge. Please advise if you would like me to investigate this possible cost.

In a subsequent phone conversation on June 3, 2019 you stated that you wish to withdraw your request for construction meeting minutes (Item # 3 of the Request). I explained that meeting minutes include matters of potential litigation and require review and redaction and this may result in the imposition of a special service charge.

Thank you for your courtesies. In your OPRA request you indicated that your preferred method to receive communications from the Board is through e-mail. Therefore, this letter is being sent to you via e-mail. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Nick K Brown", written over a horizontal line.

Nicholas K Brown,  
Business Administrator and Records Custodian  
Pinelands Regional School District