

BOROUGH OF GLASSBORO

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September 21, 2023

Via email only (opra+request-51062-b04b27b4@requests.opramachine.com)

T, Kim

Re: Open Public Records Act/Common Law Records Request

Dear T. Kim:

The Borough of Glassboro Records Custodian received your request for records pursuant to the Open Public Records Act (OPRA) and the New Jersey common law right of access via email on August 31, 2023. Accordingly, the initial seven (7) business day deadline to respond to your request under OPRA was September 12, 2023. We previously requested an extension of time, until September 21, 2023, to further process your request.

Further processing of your request requires an additional seven (7) business days, which is until October 2, 2023. Please be assured, however, that we continue to process your request.

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 by the Borough of Glassboro 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.

Very truly yours,

Karen Cosgrove, RMC
Municipal Clerk
Borough of Glassboro