

Karen Wynne

From: John Certo <opra+request-83720-5ac49b25@requests.opramachine.com>
Sent: Monday, November 24, 2025 2:58 PM
To: Opra Request
Subject: OPRA request - Metadata, Audit Logs, Version History & Electronic Records for Borough Administrator Calendar and Leave Records (October 2025)

[You don't often get email from opra+request-83720-5ac49b25@requests.opramachine.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Dear Matawan Borough,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

Pursuant to the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.), I request all metadata, version history, server logs, audit trails, and electronic records associated with the Borough Administrator's calendar and leave records for October 2025, including but not limited to the period October 27–31, 2025.

This includes all system-generated metadata (creation timestamps, modification timestamps, deletion timestamps, creator user ID, modifier user ID, access history, file path, storage location, file hash values), and all Microsoft 365, Exchange, Outlook, or other applicable system audit logs showing creation, modification, deletion, exporting, or accessing of calendar entries or leave records, including user accounts, IP addresses, device identifiers, and administrative actions.

This also includes all backups, snapshots, archived versions, version history records, retention files, eDiscovery copies, or Microsoft 365 Compliance Center data reflecting earlier or modified versions of the same calendar entries or leave records.

Additionally, I request all IT logs, help desk tickets, administrative actions, internal IT correspondence, or activity reports reflecting access, export, review, or modification of the Borough Administrator's calendar or leave records at any time on or after October 27, 2025.

Please conduct a reasonable and comprehensive search across all Borough systems, including Microsoft 365, Exchange, HR/payroll databases, IT vendor systems, backup systems, archive systems, or any location where such records are ordinarily maintained.

If any record contains exempt information, please redact only the exempt portions and release the remainder pursuant to *Asbury Park Press v. County of Monmouth*, 406 N.J. Super. 1 (App. Div. 2009). Blanket denials are not permitted.

If any responsive record does not exist, please provide a certification of non-existence pursuant to N.J.S.A. 47:1A-5(g). If any record is withheld, please state the specific statutory basis for each withholding and identify the name and title of the official responsible for the denial.

This request serves as formal notice to preserve all responsive electronic records. Destruction, alteration, overwriting, or failure to retain records during an active OPRA request is prohibited under N.J.S.A. 47:1A-9(a).

Please provide all responsive records electronically via email in native or PDF format, within the statutory seven-business-day deadline of N.J.S.A. 47:1A-5(i). Please also confirm receipt for tracking purposes.

John Certo

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-83720-5ac49b25@requests.opramachine.com

Is opra.request@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

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/metadata_audit_logs_version_hist

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.

"OPRAMachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."

AGENCY USE ONLY			
Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	11-25-25	Deposit	_____
Ready Date	12-8-25	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
_____		_____	
Custodian Signature		Date	
[Signature]		11-25-25	