



OFFICE OF THE CITY CLERK
NEWARK, NEW JERSEY 07102

Method of Submission:
☐ email ☐ Fax
☐ walk-in ☐ Mail

KENNETH LOUIS
CITY CLERK
KATHLEEN MARCHETTI
DEPUTY CITY CLERK

Date: September 18, 2019
OPRA File Number: WS-19-0056/Dept Resp/Ltr Resp

Subject matter: List of residential properties with water shut off between 11/28/18 to 5/28/19

_____ The Office of the City Clerk, OPRA Unit, is in receipt of your Open Public Records application regarding the above captioned request. Your request has been forwarded to the appropriate agency(ies) to begin a search for records in accordance with your request. A status and/or response is anticipated on or before _____.

_____ Your request, as interpreted by this office, is not a request to "search" identifiable government documents, but a request to "research" same, and as a consequence needs further information/clarification. To qualify under OPRA, a request must reasonably identify a record and not general data, information, or statistics. Bent v. Township of Stafford, 381 N.J. Super. 30 (App. Div. 2005). Wholesale requests for general information to be analyzed, collated, and compiled by the agency are outside OPRA's scope. Burke v. Brandes, 429 N.J. Super. 169, 174 (App. Div. 2012).

_____ In order to process your request, please resubmit your application accompanied by a copy of the ad(s) for the RFP or Bid requested. Upon receipt, you will be advised accordingly. OPRA awaits your reply.

_____ Please be advised that we are unable to process certain portion(s) of your request because it does not seek the production of identifiable government record(s), as required under OPRA. A copy of your request is attached and those areas have been highlighted for your reference.

_____ In response to your Open Public Records Application, please be advised that OPRA is in receipt of a _____ complete response _____ a partial response to your request. An anticipated date for the remaining portion of your request is _____.

☒ I trust this completes your request. If you have any questions regarding the response records received, please contact the agency that responded via the telephone number on the department's response.

Sincerely,

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City Clerk

KL: dj