

Department:

CLERK

TOWNSHIP OF WAYNE
OFFICE OF THE TOWNSHIP CLERK
475 Valley Road
Wayne, New Jersey 07470
Fax: 973-709-1524
Email: opra@waynetownship.com

OPRA No. 23-677

Date Due:
MAY 17, 2023

REQUEST FOR PUBLIC RECORDS

A request for access to or for a copy of Public Records should be submitted on this form to the Office of the Township Clerk

FOR MUNICIPAL USE ONLY

Date Received: 05/08/2023

Date of Response: _____

SEE INFORMATION ON REVERSE SIDE

(Applicant Must Sign On Reverse Side)

Name: OPRA07470

Mailing Address: _____

City/State/Zip: _____

Telephone (Day): _____ Fax: _____

Email: OPRA07470 <opra+request-42403-1fc8ab3e@requests.opramachine.com>

Preferred Delivery: Pick up ☐ US Mail ☐ Fax ☐ Email ☒ On-Site Inspection ☐

NOTE: Depending on the request, some delivery options may not be available. If US Mail is selected the requestor is responsible for postage.

***PLEASE BE ADVISED*:** Your request **MUST NAME SPECIFICALLY IDENTIFIABLE RECORDS**. A records custodian is not required to research files to figure out which records, if any, might be responsive to a broad and/or unclear request. An overly broad and/or unclear request will not be processed until clarification is provided. (I.e. if you are seeking permits and/or violation notices, **you must include the property address, TYPE of PERMIT(S)/VIOLATION(S)** (i.e. building, etc.) and a **DATE RANGE**).

Records requested:

A listing/log of all OPRA Requests received by the Township of Wayne between 12/25/2022 and 5/8/2023, including the outcome of all requests.

Information on a Specific Property:

Address _____

Block _____ Lot _____