



# THE BOROUGH OF ROSELLE PARK

N E W J E R S E Y

110 EAST WESTFIELD AVENUE, ROSELLE PARK, NJ 07204

[WWW.ROSELLEPARK.NET](http://WWW.ROSELLEPARK.NET)

ANDREW J. CASAIS, RMC, QPA  
CHIEF ADMINISTRATIVE OFFICER,  
BOROUGH CLERK & PURCHASING AGENT  
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June 1, 2020

Attn: Taeho Kim

*Sent via E-Mail (opra+request-13467-95a761bf@requests.opramachine.com)*

Re: OPRA Request Received 5-28-20

Dear Mr. Kim,

Please be advised that my office received your request for public records pursuant to the New Jersey Open Public Records Act (NJ-OPRA), N.J.S.A. 47:1A-1 et seq.

Please be further advised that pursuant to statute my office has seven (7) business days to respond to your request in a timely manner. Therefore, you should receive your requested information no later than **Monday, June 8, 2020** (however, please see note immediately below). In the event a request for a deadline extension is desired by my office, or another agency of the Borough, my office will reach out to you, in writing, to secure such an extension.

**PLEASE NOTE:** Pursuant to P.L. 2020, c. 10, which became effective March 20, 2020, in light of the current COVID-19 pandemic and declared State of Emergency, Public Health Emergency, or State of Local Disaster Emergency, the aforementioned seven (7) business day or soon as possible deadline to respond to OPRA requests does not apply. I, as records custodian, along with my office will make every reasonable effort, as the circumstance permit, to respond to your OPRA request within the seven (7) business days or soon as possible.

Should you have any questions about the processing of your requests please feel free to contact my office.

Regards,

Andrew J. Casais, RMC, QPA  
Chief Administrative Officer,  
Borough Clerk & Qualified Purchasing Agent

CC: OPRA File