



BOROUGH OF RED BANK
OPEN PUBLIC RECORDS ACT REQUEST FORM
 90 Monmouth Street Red Bank, NJ 07701
 PH: 732-530-2740 FAX: 732-530-2757
 pborghi@redbanknj.org
 Pamela Borghi, Municipal Clerk



Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name Ralph MI E Last Name Marsh
 E-mail Address ralph@veyadjustment.com
 Mailing Address c/o Vey Adjustment Bureau PO Box 5253
 City Somerville State NJ Zip 08801
 Telephone 973-267-4044 FAX 973-267-1847
 Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☒
 If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / ~~HAVE NOT~~ been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
 Signature RSM Date 3/22/2017

Payment Information

Maximum Authorization Cost \$ _____
 Select Payment Method
 Cash ☐ Check ☐ Money Order ☐
 Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) – actual cost of material
 Delivery: Delivery / postage fees additional depending upon delivery type.
 Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

I am requesting a list of the Borough of Red Bank's Building Department's permits, with a list of inspections performed under those permits, for all construction done at 84 Manor Drive / Red Bank in the last ten calendar years.

AGENCY USE ONLY

Est. Document Cost _____
 Est. Delivery Cost _____
 Est. Extras Cost _____
 Total Est. Cost _____
 Deposit Amount _____
 Estimated Balance _____
 Deposit Date _____

AGENCY USE ONLY

Disposition Notes
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____
 Denied - Closed _____
 Filled - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			



VEY ADJUSTMENT BUREAU

Insurance Adjusters

P.O. BOX 5253
SOMERVILLE, NJ 08876

March 22, 2017

TEL: 973-267-4044
FAX: 973-267-1847

Borough of Red Bank
Attention: Borough Clerk
Borough Hall
90 Monmouth Street
Red Bank, NJ 07701

RE: OPRA request
Our File 80-8508

Dear Borough Clerk:

Attached find a completed OPRA request.

I am requesting copies of the Borough of Red Bank's Building Department's permits, and a list of inspections performed under those permits, for all construction done at 84 Manor Drive/ Red Bank in the last ten calendar years.

Thank you in advance.

Very truly yours,

A handwritten signature in black ink, appearing to read 'R. Marsh'.

Ralph E. Marsh

REM:me
Attachment (4 pages)
Sent: Certified Mail/RRR