

DECEIVE

Place Logo Here

NOV 26 2018

OPEN PUBLIC RECORDS ACT REQUEST FORM

LACEY TOWNSHIP
MUNICIPAL CLERK

AGENCY NAME HERE

Agency Address

Agency Telephone Number & Fax Number

Agency e-mail address

Name of Agency Custodian

Place Logo Here

Log # 632

Date due

12-3

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 PrintFirst Name African American Data and

E-mail Address _____

Mailing Address _____

City _____

Telephone _____

Preferred Delivery: ☐ Pick Up ☒ US Mail ☐ FAX ☐ On-Site Inspect

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 _____

Baff for "AADARI"

Date _____

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 preferred method of delivery will only be jeopardized by such method of delivery.

PLEASE RESPOND VIA EMAIL ONLY -

THE LAW OFFICE OF ROTIMI OWOH
100 Overlook Drive, 2nd floor
P. O. Box 2439
Princeton, NJ 08540

Also, please note that your cal means and the integrity of the records will not

Police

AGENCY USE ONLY

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LACEY TOWNSHIP POLICE DEPARTMENT

Community Policing in Forked River, Lanoka Harbor, and Bamber Lake

Michael C. DiBella
Chief of Police

808 West Lacey Road, Forked River, New Jersey 08731
Telephone: 609.693.6636 Fax: 609.693.3894

TO: Veronica Laureigh
Township Clerk/Administrator
Custodian of Records

FROM: Lynn J. Talarico
Records Bureau

DATE: November 30, 2018

SUBJECT: OPRA Request – The Law Office of ROTIMI OWOH

On Monday, November 26, 2018, this agency received the attached Open Public Records Act Request for records pertaining to 1) Records Retention and Disposition Schedule used by Lacey Police Department during the time periods January 2016-November 2018 2) Records Retention and Disposition Policy and Directives for same time period 3) Copy of the Standard Operating Procedure for Records Retention and Disposition for same time period 4) A copy of the agreement between Lacey Township and the storage facility where Lacey Township stores summonses and complaints for 15 years 5) Copy of Lacey Township SOP, Manual and Directives relating to the use of eCDR 6) Name, title, position and date of hire of each individual within Lacey Township Police Department who has access to the eCDR 7) Copy of "Arrest Card File" from January 2017 to November 2018 and 8) Copy of "Summonses Log Book" from January 2017 to November 2018.

Item 1) The requested information is being provided, listed as Municipal Police Departments M900000-006

Item 2) The requested information is being provided, listed as Municipal Police Departments M900000-006

Item 3) The requested information is being provided, listed as Municipal Police Departments M900000-006

Item 4) All Police Records are securely stored at Lacey Township Police Department. Enclosed is a copy of a Certificate of Destruction to American Shredder Company we utilize following the retention schedule.

Item 5) Enclosed

Item 6) Enclosed

Item 7) Enclosed with Redactions of Juvenile name & address under N.J.S.A. 47:1A-9(a) other laws (2A:4A-60)

Item 8) Lacey Township Police Department does not utilize "Summonses Log Book". A list of all summonses that were issued have been enclosed & provided by the Municipal Court from January 2017 to November 2018.