

Samuel Aguila

Subject: OPRA request - Personnel records policy

From: Marco D Navarro <opra+request-90620-de6b09e2@requests.opramachine.com>

Sent: Monday, April 27, 2026 11:02 AM

Subject: OPRA request - Personnel records policy

Dear Union City,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-5(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

Please provide any and all records, policies, procedures, ordinances, directives, guidelines, memoranda, or legal authorities that govern the creation, maintenance, retention, and content of employee personnel files for the City of Union City and its EMS Department. This includes, but is not limited to, any provisions under the New Jersey Open Public Records Act, the New Jersey Civil Service Act, and any rules, regulations, or guidance issued by the New Jersey Civil Service Commission or other applicable state or local authority. Specifically, please include any records that define or describe what materials must be included in personnel files, what materials are prohibited or excluded, and any standards or procedures governing the inclusion of documents such as incident reports, disciplinary records, internal communications, evaluations, or other employment-related documentation.

Additionally, please provide any and all records, policies, or legal authorities that grant or describe the scope of discretion afforded to administrators, supervisors, or managers in determining what documents are entered into, maintained within, or excluded from employee personnel files. This includes any written policies, internal guidance,

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memoranda, or correspondence that establish, interpret, or acknowledge such discretion. If no such written authority exists, please provide any records reflecting that the inclusion or exclusion of documents in personnel files is determined solely at the discretion of administration without formal policy or regulatory guidance. No such record exists, please provide with such response.

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Marco D Navarro

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-90620-de6b09e2@requests.opramachine.com

Is hrosario@ucnj.com the wrong address for OPRA requests to Union City? If so, please contact us using this form:

<https://url.emailprotection.link/?bmVi6Q3V5dnrEKoMLUEBclMspgmlfazzXB36ZQAONQ2QngPN1JzwNlf8EkTb-oBQh7WhCJZH3yruA07W8Pr6CWg-e9lmPhykOdaQUrxIAFQxklGz82uUiwZyt8tGIJv9m>

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

https://url.emailprotection.link/?bLzvdEhuNjrpmjBfw0NKJop8_oCGFDbq5_e4W_BAySwQhis02jNHQl_8cqAvITCySQmbBh6q5dpzelo1RMRU4Og~~

View this OPRA request & responses online:

https://url.emailprotection.link/?bCa1ueeJC4nMKzkYmgVsLO9f_e_kjDPZ7-1syFtZg6WnFkN-qJa_yRDBMxC1RHc0Bd1u1AEATFoQkgNPxSZWN7xP8meN0MQPGVLzlrwhBQ4mRzdMdJg9EI_A2TU00kad6

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAmachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."
