

INTEROFFICE MEMORANDUM

To: Fire, Planning/Zoning; Tax Collector; Construction (added 6/25)

From: Elizabeth Peterson, Deputy Municipal Clerk

Cc:

Subject: Public Records Request (OPRA)

Date: 6/25/2021

Requestor: Santiago

Due Date: 7/1/2021

As you are aware, I have seven (7) days to respond to this request. Please indicate your response below:

- ☒ Attached are the documents requested. — verbal — 1 event — 17 Sioux Ave. Fire Damage
- () This Department does not have the requested records.
- () The requested records are not public documents.
- () Documents were emailed to the Clerk on: _____
- () Documents were emailed to the Township Attorney on _____
for his review and reply to the Township Clerk.
- () This Department requests more time.

Please state approximate date to complete this request: _____

Please provide the amount of time it took your Department to research this request and prepare the request for distribution:

Department Head

Date