

File-Completed OPRA

Karen Wynne

From: John Certo <opra+request-83057-064b086a@requests.opramachine.com>
Sent: Tuesday, November 4, 2025 3:32 PM
To: Opra Request
Subject: OPRA request - Requesting the Borough Administrator's official calendar for October 27, 2025 – October 31, 2025

[You don't often get email from opra+request-83057-064b086a@requests.opramachine.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Dear Matawan Borough,

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-6(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:

Pursuant to the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq., I respectfully request a copy of the Borough Administrator's official calendar for the week of October 27, 2025, through October 31, 2025.

This request includes any calendar or scheduling record maintained in the course of borough business whether in Microsoft Outlook, Google Calendar, or any other electronic or printed format showing meetings, appointments, calls, or events related to borough operations, personnel, vendors, or public affairs.

If the record contains any entries deemed purely personal, security-sensitive, or privileged under law, please redact only those portions rather than withhold the entire record, as required by *Asbury Park Press v. County of Monmouth*, 406 N.J. Super. 1 (App. Div. 2009).

For reference, both the Government Records Council and the New Jersey courts have found that officials' calendars documenting government business are disclosable public records. See:

- *N.J. Foundation for Open Government v. Borough of New Brunswick* (GRC Complaint 2007-99) – mayor and administrator calendars held to be public records.
- *Times of Trenton Publishing Co. v. Lafayette Yard CDC*, 183 N.J. 519 (2005) – records created or maintained in the course of official duties are subject to OPRA.

Please provide the record electronically (PDF or native format) via email.

If any portion is denied or redacted, kindly cite the specific statutory exemption for each withheld entry, as required by N.J.S.A. 47:1A-5(g).

Thank you for your prompt attention to this lawful request.

Sincerely,

John Certo

Resident of the Borough of Matawan

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

opra+request-83057-064b086a@requests.opramachine.com

Is opra.request@matawanborough.com the wrong address for OPRA requests to Matawan Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=matawan_borough

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

<https://opremachine.com/help/officers>

View this OPRA request & responses online:

https://opremachine.com/request/requesting_the_borough_administr

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."

AGENCY USE ONLY	
Tracking Information	Final Cost
Tracking # _____	Total _____
Rec'd Date <u>11-5-25</u>	Deposit _____
Ready Date <u>11-17-25</u>	Balance Due _____
Total Pages _____	Balance Paid _____
Records Provided	
<u>11-7-25</u> - File complete - see attached emails	
<u><i>Karen Jane Clark</i></u> Custodian Signature	<u>11-7-25</u> Date

10/27/2025 to 10/31/2025

Calendar

Mon 27	Tue 28	Wed 29	Thu 30	Fri 31
International City/County Management Association Conference			Ryan Personal Day	
8 AM				
9 AM				
10 AM			NJ Solutions JHIF - Special Commis Dan Henry	
11 AM				
12 PM				
1 PM				
2 PM				
3 PM				
4 PM				