



BOROUGH OF ROSELLE
OPEN PUBLIC RECORDS ACT REQUEST FORM
210 CHESTNUT STREET

Telephone Number : (908) 259-3010

Fax Number: (908) 245-9508

Custodian: Lydia D. Massey, Acting 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 John MI _____ Last Name Allen

E-mail Address opra + request -19113-209eae0b@requests.opramachine.com

Mailing Address N/A

City _____ State _____ Zip _____

Telephone _____ FAX _____

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 _____ Date 12/18/20

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.

Please see the attachment.

Thank you!

Due: 12/30/20

AGENCY USE ONLY

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 _____
Partial - Closed _____

AGENCY USE ONLY

Tracking Information

Tracking # 121820-8
Rec'd Date _____
Ready Date _____
Total Pages _____

Final Cost

Total _____
Deposit _____
Balance Due _____
Balance Paid _____

Records Provided _____

Custodian Signature _____

Date _____

Chantel Riley

From: Lydia Massey
Sent: Friday, December 18, 2020 4:12 PM
To: Chantel Riley
Subject: FW: OPRA request - Resignation Letter

Please process.

Best regards,

Lydia D. Massey
Acting Municipal Clerk
Borough of Roselle
210 Chestnut Street
Roselle, NJ 07203
Phone: (908) 259-3012
Cell: (908) 578-9108
Fax: (908) 245-9508

NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the Borough of Roselle. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the Borough, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

-----Original Message-----

From: John Allen <opra+request-19113-209eae0b@requests.opramachine.com>
Sent: Friday, December 18, 2020 2:02 PM
To: Lydia Massey <lmassey@boroughofroselle.com>
Subject: OPRA request - Resignation Letter

Dear Roselle Borough,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Resignation Letter of Borough Administrator Jack Layne

Yours faithfully,

NJ Watch

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-19113-209eae0b@requests.opramachine.com

Is lagbejimi@boroughofroselle.com the wrong address for OPRA requests to Roselle Borough? If so, please contact us using this form:
https://opramachine.com/change_request/new?body=roselle_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:
<https://opramachine.com/help/officers>

View this OPRA request & responses online:
https://opramachine.com/request/resignation_letter_2

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.
