



WATCHUNG

BOROUGH SCHOOL DISTRICT

DR. JULIE GLAZER
SUPERINTENDENT

KAREN BISHOP-JOHNSON
BUSINESS ADMINISTRATOR

NICOLE DITOTA
DIRECTOR OF SPECIAL SERVICES

October 30, 2025

VIA EMAIL

Tony Michael
opra+request-82535-e3e7e4bb@requests.opramachine.com

RE: October 22, 2025, Open Public Records Act ("OPRA") Request (the "Request")

Dear Mr. Michael,

This letter is in response to the above-referenced OPRA Request which was sent to the Watchung Borough Board of Education ("Board") on October 22, 2025 and deemed received by the Board on October 23, 2025. As such, the seven (7) business day deadline to respond to your OPRA Request is October 31, 2025. This response is being provided to you on the sixth (6th) business day after my receipt of your OPRA request. This response is being provided to you timely.

As you may be aware, OPRA defines a "government record" of a public entity as "any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of his or its official business ..." N.J.S.A. 47:1A-1.1. Accordingly, the Board is required to produce only those records which it maintains in the official course of business. Pursuant to the definition of a government record, a public entity is not required by OPRA to research information and/or create records that do not exist in response to OPRA requests. See e.g., *Mag Entertainment, LLC v. Division of Alcoholic Beverage Control*, 375 N.J. Super 537 (App. Div. March 2005).

Your request seeks access to the following:

All fire alarm and fire extinguisher invoices (Service, Installation, Inspections Etc.) from 2019 to present.

See the attached documents

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the District to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ 08625, or by e-mail at grc@dca.state.nj.us, or at their website at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen Bishop-Johnson'.

Karen Bishop-Johnson
School Business Administrator

ONE DR. PARENTY WAY, WATCHUNG, NJ 07069

WWW.WATCHUNGSCHOOLS.COM

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Superintendent's Office: (908) 755-8121