



Middlesex Borough School District
Business Office
300 John F. Kennedy Drive
Middlesex, NJ 08846

ANNETTE GIORDANO
School Business Administrator/Board Secretary

732-317-6000 EXT. 20202
giordanoa@middlesex.k12.nj.us

October 30, 2025

VIA EMAIL: opra+request-72300-9f3ab0de@requests.opramachine.com
Tony Michael

RE: OPRA Request dated October 21, 2025

Dear Mr. Michael:

As custodian of records for the Middlesex Board of Education ("Board" and/or "District"), I am writing this letter in response to your request for records pursuant to the Open Public Records Act ("OPRA") submitted and received via email on Tuesday, October 21, 2025. As such, the seven (7) business day deadline within which the Board is to respond to your request is Thursday, October 30, 2025.

More specifically, the Board's response to your request is set forth below:

"Records requested:

All fire alarm and fire extinguisher invoices from 2019 to present"

Based upon the items requested, your request requires additional time beyond the seven business days to fulfill as the District must identify any responsive documents, retrieve the documents, and redact any non-disclosable/exempt information. The OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5.i. Specifically, the OPRA states that, "the requestor shall be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied."

Accordingly, your request requires an extension of time until Friday, November 28, 2025 to respond.

Thank you for your anticipated courtesies in this regard.

Sincerely,

A handwritten signature in blue ink that reads "A. Giordano".

Annette Giordano
School Business Administrator