



MANCHESTER TOWNSHIP

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OFFICE OF THE TOWNSHIP CLERK

SABINA T. SKIBO, RMC
TOWNSHIP CLERK

SAMUEL F. FUSARO, JR.
CRAIG WALLIS
JAMES A. VACCARO, SR.
CHARLES L. FRATTINI, SR.
JOAN BRUSH

April 24, 2018

RE: OPRA Request No. #2018-163

Dear Sir or Madam:

You sent an OPRA request to the Township of Manchester by email on or about April 11, 2018. The official Records Custodian, Deputy Township Clerk, Jodi Pellicano, received your OPRA request on April 23, 2018. As such, the seven (7) business day deadline to respond to your request is May 2, 2018. (See N.J.S.A. 47:1A-5i).

Please note that your request was sent to an individual employee email, and that employee is on a leave of absence. The correct email for sending OPRA requests is clerk@manchestertwp.com. The reason the Township requests use of this email for OPRA requests is to manage requests when an individual employee is not in the office. This email is the email published on the Township website and it is distributed to multiple Township employees. This is a reasonable procedure for the receipt of OPRA requests that does not impose an undue burden on parties seeking disclosure of government records under OPRA. (See Paff v. City of East Orange, 407 N.J. Super 221, 229 (App. Div., certif. denied, 200 N.J. 476 (2009))).

Your OPRA request sought access to the following:

Table of Organization for the Manchester Police Department

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 [insert name of Agency] 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, by e-mail at grc@dca.state.nj.us, or at their web site 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,


Jodi, Pellicano, Deputy Township Clerk
Township of Manchester