

Department(s)

police

Township of Wayne
OPEN PUBLIC RECORDS ACT REQUEST FORM
 475 Valley Road, Wayne NJ
 973-694-1800
 opira@waynetownship.com
Paul V. Margiotta, Custodian of Records

OPRA No.

Date Received:

Date Due:

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 Susan MI Last Name Dee Anna
 E-mail Address See attached
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone _____ FAX _____
 Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☐ E-mail ☐
 Under penalty of N.J.S.A. 2C:28-3, I certify that
 1. I ☐ HAVE / ☐ HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States;
 2. I, or another person, ☐ WILL / ☐ WILL NOT use the requested government records for a commercial purpose;
 3. I ☐ AM / ☐ AM NOT seeking records in connection with a legal proceeding. *See note below.
 Signature _____ Date _____

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.

***NOTE:** If you checked "I AM" above for question #3, please identify that legal proceeding in the boxes below. Did you already make a request for discovery for the same government records being sought below? ☐ YES ☐ NO

List all records being sought in the space below. Please be as specific as possible in describing the records being requested.

See attached.

Information on a Specific Property:

Address: _____
 Block: _____ Lot: _____

Name of Legal Proceeding: _____
 Docket # _____

AGENCY USE ONLY

Est. 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		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature _____		Date _____	

Panzino, Tammy

From: Susan Dee Anna <opra+request-91664-cd2ce3cc@requests.opramachine.com>
Sent: Monday, May 18, 2026 2:33 PM
To: OPRA
Subject: OPRA request - Timesheets/Hours/Shifts for Police Officers

Dear Wayne Township,

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-5(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: Copies of timesheets/hours worked/shifts for all Police Officers by name on a daily basis from April 1, 2026 to May 18, 2026.

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Concerned Resident

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

opra+request-91664-cd2ce3cc@requests.opramachine.com

Is opra@waynetownship.com the wrong address for OPRA requests to Wayne Township? If so, please contact us using this form:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fchange_request%2fnew%3fbody%3dwayne_township&c=E,1,YCOh0uQc6NXlqx9nn3iwSIUFZZKmO7Ip4Yzut1FY_-utBdM-sBBwz9QhgdX_s1yfuKbXpEAA0Acl3HBYCAYCF-OcP_sqv5q7UFh7N5oDiA,,&typo=1

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

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelp%2fofficers&c=E,1,Je7DmcWGSMlYqIC_JvmDV90I3Sv4FcUsdANkElzZ57D3OZTvw8aOVjRoLxFiumAnOGrdmVERZilwWmpjV-kk4bbIMjorKtfCQnig7rYINw,,&typo=1

View this OPRA request & responses online:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2frequest%2ftimesheetshoursshifts_for_police&c=E,1,vC_hDJYXAsc95S7L2bVJZzCGEtJhxIDdFopAFj8lICUPicBPNEWYsobUr7b6WfTaHdCZLrXASl6h23VglzzCy6nrBsSt0lpJr4d1bMStZmheo7mC&typo=1

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."