

Cassidy L. Swanson
City Clerk
(856) 845-1300 x146
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City of Woodbury
City Hall
33 Delaware Street
Woodbury, NJ 08096
(856) 845-1300

January 30, 2023

Via email only (opra+request-39299-ae9a5701@requests.opramachine.com)

FratzLawsz

Re: Open Public Records Act/Common Law Records Request

Dear FratzLawsz:

The City of Woodbury Records Custodian received your request for records pursuant to the Open Public Records Act (OPRA) and the common law right of access via email on January 19, 2023. Accordingly, the initial seven (7) business day deadline to respond to your request under OPRA is January 30, 2023.

Your request requires additional time beyond the seven (7) business days to fulfill due to the scope and nature of your request. OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5.i. Specifically, 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." Further processing of your request requires an additional seven (7) business days, which is until February 8, 2023.

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 City of Woodbury 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.

Very truly yours,

Cassidy Swanson, RMC, CMR
City Clerk
Deputy Registrar
Community Events Coordinator
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