Complainant: Howard P. Vogel
Custodian: Township of Marlboro, Alida DeGaeta
Date of Request: None.
Date of Complaint: January 4, 2007

Type of Administrative Disposition: The Custodian submitted a certification on January 9, 2007 stating that she never received an OPRA request form from the Complainant.

Applicable OPRA Provision:

“[t]he custodian of a public agency shall adopt a form for the use of any person who requests access to a government record held or controlled by the public agency. The form shall provide space for the name, address, and phone number of the requestor and a brief description of the government record sought...” N.J.S.A. 47:1A-5.f.

OPRA also states that:

“[a] request for access to a government records shall be in writing and hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian…” N.J.S.A. 47:1A-5.g.

This is the final administrative determination in this matter. Any further review should be pursued in the Appellate Division of the Superior Court of New Jersey within forty-five (45) days. Information about the appeals process can be obtained from the Appellate Division Clerk’s Office, Hughes Justice Complex, 25 W. Market St. PO Box 006, Trenton, NJ 08625-0006.

Effective Date of Disposition: January 31, 2007

Prepared By:
Rebecca A. Steese

Approved By:
Catherine Starghill, Esq.
Executive Director

Date: January 24, 2007

Distribution Date: February 1, 2007