

City of Piscataway FOIA
OPRA Office
455 Hoes Lane
Piscataway, NJ 08854

April 16, 2024

To Whom It May Concern:

Pursuant to the New Jersey Open Public Records Act, I hereby request the following records:

1. A copy of any budget, accounting, or other records sufficient to show the expenses or resources necessary for the city (including any departments thereof) to respond to public records requests.
2. A copy of the job description for any person (whether employed by the city or any departments thereof) whose primary responsibilities include responding to or managing public records requests. If a separate record identifies the anticipated or actual amount of time the person spends on their duties (i.e., identifying how much of their time is spent on a given subject), please provide that record, as well.
3. Any record sufficient to show the salary of any person (whether employed by the city or any departments thereof) whose primary responsibilities include responding to or managing public records requests.
4. If the city maintains a log of public records requests, please provide a copy of the log dating back to January 1, 2022.

Requests 1-3 are limited to documents generated during or concerning the last fiscal year.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 7 business days, as the statute requires.

Sincerely,

Adam Steinbaugh

View request history, upload responsive documents, and report problems here:
<https://www.muckrock.com/respond/1710568/>

If prompted for a passcode, please enter:
MLBKVPPE

Filed via MuckRock.com
E-mail (Preferred): 162109-96536523@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS

For mailed responses, please address (see note):

MuckRock News
DEPT MR 162109
263 Huntington Ave
Boston, MA 02115

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.