



**NEW JERSEY GOVERNMENT RECORDS COUNCIL**

**Administrative Complaint Disposition – No Correspondence Received by the Custodian**

**Richard Stolte**  
**Complainant**

**GRC Complaint No. 2015-31**

v.

**Pemberton Township Police Department (Burlington)**  
**Custodial Agency**

**Custodian of Record:** Lorraine Abbott

**Request Received by Custodian:** January 30, 2015 (verbal)

**GRC Complaint Received:** February 10, 2015

**Complaint Disposition:** The Complainant indicated in his Denial of Access Complaint that he verbally contacted the Custodian on January 30, 2015, seeking government records. The Complainant failed to include a copy of any written OPRA request submitted on January 20, 2015, and the Custodian certified that she never received a written request from the Complainant.

**Applicable OPRA Provision:** “A request for access to a government record 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:** March 31, 2015

Prepared By: Samuel A. Rosado  
Staff Attorney

Approved By: Dawn R. SanFilippo  
Deputy Executive Director

Date: March 24, 2015

**Distribution Date: March 31, 2015**