

**GOVERNMENT RECORDS COUNCIL**  
**Administrative Case Disposition – Not a valid OPRA request**

**GRC Complaint No: 2007-18**

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

**Case Disposition:** Not a valid OPRA request.

**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**