



## State of New Jersey

DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET  
PO BOX 819  
TRENTON, NJ 08625-0819

MIKIE SHERRILL  
Governor

DR. DALE G. CALDWELL  
Lieutenant Governor

JACQUELYN A. SUÁREZ  
Commissioner

April 9, 2026

### VIA E-MAIL

Nancy Powers  
Gloucester Township  
1261 Chews Landing Rd.  
Gloucester Township, NJ 08012

Re: [REDACTED] v. Gloucester Township (Camden), GRC Complaint No. 2026-[REDACTED]

Dear Ms. Powers:

A Denial of Access complaint (“Complaint”) alleging an unlawful denial of access to government records pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. (“OPRA”) has been filed with the Government Records Council (“GRC”) concerning an OPRA request that you or your staff handled. An offer to mediate this complaint has been denied by one or more of the parties, or mediation did not resolve this complaint.

The next step in the GRC’s process requires you to complete the Statement of Information (“SOI”). You may seek assistance in completing the SOI from your attorney. However, you, as the Custodian, must sign the completed SOI. This SOI provides you an opportunity to respond to the Complaint and to provide any information and/or supporting documentation you want the GRC to consider in deciding this Complaint.

In the SOI, ensure that you provide a document index using the table format, all documents and information concerning the circumstances surrounding the alleged unlawful denial of access, and your legal analysis. The GRC requires that all SOIs be signed by the Custodian with a legal certification under penalty of perjury consistent with New Jersey Court Rules (the legal certification format is provided on the last page of the SOI form). **SOIs that are incomplete will be returned for completion, thus prolonging the adjudication process of the Complaint. THE GRC WILL ONLY RETURN AN INCOMPLETE SOI ONCE TO A RECORDS CUSTODIAN. If an SOI remains incomplete, the GRC will adjudicate the matter based only on information submitted in the Complaint.**

All custodians responding to denial of access complaints **must** provide a complete document index containing certain information pursuant to the New Jersey Superior Court decision in Paff v. NJ Dep’t of Labor, 392 N.J. Super. 334 (App. Div. 2007). Additionally, this court decision requires custodians to indicate the details regarding (1) the search undertaken to satisfy the request, (2) the records retention and destruction schedules for the records responsive to the request, as well as (3) the last date on which documents that may have been responsive to the request were destroyed. Paff, 392 N.J. Super. at 341.

OPRA provides the GRC with the authority to require that a public agency produce documents to assist in the investigation of a complaint. OPRA states that the public agency has the burden of proving that the denial of access was lawful. OPRA specifically states in relevant part that “[a]t the request of the council, a public agency shall produce documents and ensure the attendance of witnesses with respect to the council’s investigation of any complaint or the holding of any hearing.” N.J.S.A. 47:1A-7(c) (emphasis



added). OPRA also provides in relevant part that “. . . [t]he public agency shall have the burden of proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, the court or agency head shall order that access be allowed . . .” N.J.S.A. 47:1A-6.

**The SOI and all accompanying documentation must be submitted to the GRC no later than ten (10) business days from receipt of this letter. A lack of response from you may result in the GRC adjudicating the matter based only on information submitted in the Complaint by the requestor of the records.**

Please note that by signing this SOI, you are certifying that you are mailing the SOI to the GRC ***and to the requestor of the records*** simultaneously. Additionally, all correspondence you provide to the GRC must also be provided to the requestor of the records.


**Please forward your submissions to:**

Government Records Council  
In Care of Maria Rossi  
101 South Broad Street  
PO Box 819  
Trenton, New Jersey 08625-0819

Alternately, you may submit your SOI via:  
Fax: (609) 633-6337  
E-mail: [maria.rossi@dca.nj.gov](mailto:maria.rossi@dca.nj.gov)

If you have any questions regarding this matter, please contact the Complaint Manager at the telephone number or e-mail address listed below.

Sincerely,



Maria M. Rossi  
Complaint Manager  
(609) 666-4996

Enclosure

cc: [REDACTED], *Complainant (VIA E-MAIL)*