

Government Records Request (OPRA)

Pursuant to N.J.S.A. 47:1A the Records Custodian is permitted seven (7) business days to respond to your request. Should there be any extenuating circumstances that will prevent the seven (7) business day response, this will be addressed to the requestor in writing.

A request form, which includes the requestors name, address and telephone number and a brief description of the specific record sought, must be completed and submitted to the Municipal Clerk as the Custodian of Public Records via fax, mailed to the Clerk at the address shown on the request form, email: opra@readingtontwp-nj.org or hand delivered to the Clerk's office.

It is our policy to address the requests as quickly as possible but requests are handled in the order received in this office.

THANK YOU.