



TOWNSHIP OF TOMS RIVER MEMORANDUM

To: All OPRA Requestors

From: Alison Carlisle, Township Clerk

Date: June 22, 2018

Subject: **GovQA online system**

We have received your OPRA request, and will get back to you within the (7) business day time allowance. Although we accept OPRA in all forms, since we receive up to 400 requests per month we have gone online using the GovQA system, which can be accessed using a link on the front page of our Township website of www.tomsrivertownship.com. This system helps tremendously to expedite your request as fast as possible, as well as offering the requestor a convenient way to track and keep a logged history of all requests they've submitted.

Please consider using this method going forward. For this current request, we will enter it for you. Your OPRA has been assigned #_____. Please use this reference number to identify your request should you need to call us about it.

We thank you for your anticipated help!

Alison Carlisle
Township Clerk