

**RESOLUTION DESIGNATING THE ADMINISTRATIVE OFFICER OF THE RECORDS  
BUREAU AS CUSTODIAN OF RECORDS FOR THE BOROUGH OF TINTON FALLS POLICE  
DEPARTMENT**

**WHEREAS**, the Open Public Records Act (“OPRA”) requires the designation of any custodians of records, if other than the municipal clerk, to be officially designated by formal action of the governing body; and

**WHEREAS**, the Borough’s Police Department maintains a separate custodian of records to address numerous requests for records maintained by the Police Department; and

**WHEREAS**, it has been recommended that whoever serves as the Administrative Officer of the Records Bureau of the Police Department be automatically designated as the Police Department’s custodian of records.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Tinton Falls, in the County of Monmouth, State of New Jersey, that whoever serves as the Administrative Officer of the Records Bureau of the Police Department be and is hereby officially designated as the custodian of all records maintained by the Borough of Tinton Falls Police Department.

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John Manginelli, Council President

**BOROUGH OF TINTON FALLS COUNCIL**

<b>Council Member</b>	<b>Moved</b>	<b>Second</b>	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
Ms. Buckley						
Mrs. Clay						
Dr. Dobrin						
Mr. Nesci						
Mr. Manginelli						

**CERTIFICATION**

I, Michelle Hutchinson, Borough Clerk of the Borough of Tinton Falls, hereby certify the foregoing to be a true copy of a resolution adopted by the Tinton Falls Borough Council at their meeting held August 8, 2023.

WITNESS, my hand and the seal of the Borough of Tinton Falls this 8th day of August 2023.

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Michelle Hutchinson  
Borough Clerk