

DIGITIZING PUBLIC INFORMATION SUBMISSION CHECKLIST



Action Requirement	Completed (Y/N)	Additional Details (Please write directly in the boxes below)
Step 1: Posted information of high interest on the municipal website where it is easy for the public to find, or linked to a third party site where the information could be found, including at minimum:		
links to appropriate municipal social media sites	Y	https://www.twp.woodbridge.nj.us/ Township Homepage
email and phone contact information for all governing body members, key municipal staff/departments, and all local emergency services	Y	https://www.twp.woodbridge.nj.us/directory.aspx Directory
list of public meeting dates, times, locations	Y	https://www.twp.woodbridge.nj.us/AgendaCenter View current agendas and minutes for all boards and commissions. Previous years' agendas and minutes can be found in the Document Center. Adobe Reader may be required to view some documents.
agendas and minutes of all public meetings of the governing body and appointed boards which are required to keep minutes, including relevant resolutions & ordinances for governing body meetings	Y	https://www.twp.woodbridge.nj.us/AgendaCenter View current agendas and minutes for all boards and commissions. Previous years' agendas and minutes can be found in the Document Center. Adobe Reader may be required to view some documents.
a list of municipal boards and commissions, their members & term expiration dates	Y	https://www.twp.woodbridge.nj.us/163/Boards-Commissions All municipal boards
non-emergency public services to the town	Y	https://www.twp.woodbridge.nj.us/ ; https://www.twp.woodbridge.nj.us/197/Police-Department https://www.twp.woodbridge.nj.us/779/Recycling https://www.twp.woodbridge.nj.us/101/Services-Forms https://www.twp.woodbridge.nj.us/392/Forms Township homepage, police department page, public works page (where information such as trash/recycling schedules are located), and forms

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		and permits pages
recreational activities and programs	Y	https://www.twp.woodbridge.nj.us/331/Recreation ; http://www.njwcc.com/ Recreation and Woodbridge Community Center
local school information including addresses and contact information	Y	https://www.twp.woodbridge.nj.us/ Link to Woodbridge Township School District is on Township Homepage
Open Public Records Act request form	Y	https://www.twp.woodbridge.nj.us/DocumentCenter/View/14280/Updated-OPRA-Form In our document center via search bar on Township webpage
RFPs, RFQs and vendor bid notifications for goods and services and construction projects over the municipal bid threshold	Y	https://www.twp.woodbridge.nj.us/Bids.aspx Bid portal
Step 2: Posted at least one of the following on the website in digital format:		
ordinances, resolutions, executive orders and administrative codes	Y	https://www.twp.woodbridge.nj.us/169/Clerks-Office https://www.twp.woodbridge.nj.us/172/Ordinances https://www.twp.woodbridge.nj.us/DocumentCenter https://www.twp.woodbridge.nj.us/AgendaCenter/City-Council-5
contract and shared service agreements to be listed in minutes pertaining to that public meeting (with an indication if materials are in a format unable to be digitized, such as blue prints)	N	N/A
tax maps searchable by block & lot	Y	https://www.twp.woodbridge.nj.us/184/Township-Tax-Maps Tax maps

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labor agreements and professional (or "no bid") contracts awarded by the governing body	N	N/A
crime statistics, updated on a monthly basis	N	N/A