



## **Records Information Management System**

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### **OPRA REQUEST MANAGEMENT MODULE**

Centralized tracking of all your OPRA Requests

#### **MAJOR FEATURES**

**TRACK ALL INCOMING OPRA REQUESTS**  
**MANAGE FREQUENT REQUESTOR LIST**  
**ROUTE OPRA REQUEST TO DEPARTMENTS**  
**SCAN AND RETAIN ALL OPRA REQUESTS**  
**INVOICING AND BILLING FUNCTIONS**  
**MANAGEMENT REPORTS**

#### **BENEFITS**

- ✓ Improved records integrity
- ✓ Increased staff productivity
- ✓ Cost-efficient shared services
- ✓ Compliance with NJDARM standards
- ✓ Satisfy OPRA and E-Discovery requests

Enabling multiple Counties and Municipalities in New Jersey



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