



pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM



DATE REQUESTED: 6/3/2019

REQUEST SUBMITTED BY: ☒ E-MAIL ☐ U.S. MAIL ☐ FAX ☐ IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): Borough of West Easton

NAME OF REQUESTER: Janis Farese

STREET ADDRESS: P.O. Box 970999

CITY/STATE/COUNTY/ZIP (Required): Boca Raton, FL 33497-0999

TELEPHONE (Optional): _____ EMAIL (Optional): Pennsylvania@OpenTheBooks.com

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify can identify the information. Please use additional sheets if necessary*

Please see attachment "Right to know request text".

DO YOU WANT COPIES? YES OR (NO)

DO YOU WANT TO INSPECT THE RECORDS? YES OR (NO)

DO YOU WANT TO CERTIFIED COPIES OF RECORDS? YES OR (NO)

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****

**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER: Joan Heebner

DATE RECEIVED BY THE AGENCY: 6-11-19

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 6-18-19

****Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought of the information unless otherwise required by law. (Section 703.)**

emailed 6-12-19

Borough Secretary

From: Pennsylvania [Pennsylvania@openthebooks.com]
Sent: Monday, June 03, 2019 2:19 PM
To: boroughclerkII@westeastonborough.org
Subject: New Right to Know - Borough of West Easton submitted on 06/03/2019
Attachments: Standard Right-To-Know Request Form.pdf

06/03/2019

Records Access Officer

Pursuant to the Right to Know, this is a request for a copy of the following records: An electronic copy of any and all employees for year of 2018, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year. We have attached the Standard Right-To-Know Request form.

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to Pennsylvania@OpenTheBooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at Pennsylvania@OpenTheBooks.com.

Sincerely,

Janis Farese
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999