



**STANDARD RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:** January 23, 2019

**REQUEST SUBMITTED BY:** E-MAIL

**REQUEST SUBMITTED TO(Agency name & address):** Joan Heebner;  
boroughmanager@westeastonborough.org

**NAME OF REQUESTOR:** John G. Yakim

**STREET ADDRESS:** I

**CITY/STATE/COUNTY (Required):** Pitcairn, PA Allegheny

**TELEPHONE (Optional)** mail:

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.*

*I am requesting the document settings or a screen shot of the same for the borough Facebook page.*

**DO YOU WANT COPIES?** YES

**DO YOU WANT TO INSPECT THE RECORDS?** NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?** NO

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**RIGHT TO KNOW OFFICER:** Joan Heebner

**DATE RECEIVED BY THE AGENCY:** 1-23-19

**AGENCY FIVE (5)-DAY RESPONSE DUE:** 1-30-19

*emailed 1/30/19; 12:55 pm*

*\*\*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 or the intended use of the information unless otherwise required by law. (Section 703.)*