

Borough Manager

From: Ken Deloian [kdeloian@smartprocure.com]
Sent: Wednesday, June 12, 2019 8:08 AM
To: boroughmanager@westeastonborough.org
Subject: SmartProcure Right to Know Request to West Easton Borough for Contact Information

Dear Ms. Heebner,

SmartProcure is submitting a Right to Know request to The West Easton Borough for all current employee/staff contact information. The request is limited to readily available records **without** physically copying, scanning or printing paper documents. Any editable existing **electronic** document is acceptable.

The specific information requested from your record keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Employment Type ie: full-time, part-time, contractor
6. General Office Phone Number
7. Direct Office Phone Number
8. Business Cell Phone (if provided by West Easton Borough)
9. Office Fax
10. Email Address
11. Office Physical Address
12. Office Mailing Address

Please email the information to kdeloian@smartprocure.com.

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Best Regards,