



STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 6/8/19

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

NAME OF REQUESTER : Tricia Mezzacappa

STREET ADDRESS : _____

CITY/STATE/COUNTY/ZIP(Required): West Easton, PA

TELEPHONE (Optional): _____

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

1. Electronic copy of internet browsing history on all Borough computers for the last 7 days. 2. YTD GF expenditure history report. 3. YTD GF Budget status report. 4. Most recent Treasurers report. 5. All paid invoices 2019 (inspection) 4. Most recent debit account bank statement. 5. Any judicial ruling or scheduling order issued in Federal lawsuit filed against West Easton from February 2019 to present. 6. May 2019 check list

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT 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: 6-7-2019

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 6-14-2019

***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.)*