



STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: September 11, 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

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

TELEPHONE (Optional) Email::

RECORDS REQUESTED:

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

I am requesting all emails, memos, letters or other documents to or from all borough officials, elected and appointed, related to the resignation of Councilman Matthew Dees, date range August 1, 2019 to date.

DO YOU WANT COPIES? YES

DO YOU WANT TO INSPECT THE RECORDS? NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? NO

RIGHT TO KNOW OFFICER: Joan Heebner

DATE RECEIVED BY THE AGENCY: 9-11-19

AGENCY FIVE (5)-DAY RESPONSE DUE: 9-18-19

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