



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

DATE REQUESTED: ~~10/17/2019~~ 11/8/19

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

NAME OF REQUESTER: West Easton Borough Constable

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**

Please furnish electronic copies of 1.) YTD GF Expenditure History Report 2.) YTD GF Budget Status Report. 3.) Last 4 Treasurer Reports 4.) Debit Account Statements for Aug and Sept of 2019 5.) Check Lists that were approved at the September and October 2019 meeting 6.) All paid invoices 2019 YTD (inspection only) 7.) All grant applications and grant close out documents filed in 2019 (inspection only) 8.) Zoning Hearing Ad inground pool

→ November → October

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: 11-8-19

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 11-18-19

*\*\*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.)*