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pennsylvania

OFFICE OF OPEN RECORDS



STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: January 6, 2020

REQUEST SUBMITTED BY: E-MAIL

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

NAME OF REQUESTOR: John G. Yakim

STREET ADDRESS: PO Box 213

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

TELEPHONE (Optional): 412-576-3062 **Email:** jyakim@aol.com

RECORDS REQUESTED:

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

I am requesting a year end report for Safety First, VFD for 2019 & 2018.

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: 1-6-2020

AGENCY FIVE (5)-DAY RESPONSE DUE: 1-13-2020

emailed 1-13-2020

****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.)**