



STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 2/20/2020

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*

1. Letter by Matthew Dees recinding his resignation from Borough Council. 2. 2019 fire department statement of revenue and expenses. 3. All documents, enforcements actions, emails, texts, etc pertaining to "IQ fibers" business on lehigh drive from 6/2019 to present. 4. All documents for the roof replacement of fire dept from JLK contracting. 5. documents destroyed as per January 2020 minutes, and corresponding paperwork sent to PA Historical & Museum Commission *

DO YOU WANT COPIES? YES or NO electronic
DO YOU WANT TO INSPECT THE RECORDS? YES or NO
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

* list of documents destroyed

**** 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: 2-21-2020

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 2-28-2020

***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.)*