



# pennsylvania

OFFICE OF OPEN RECORDS

## Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: \_\_\_\_\_ West Easton Borough \_\_\_\_\_ (Attn: AORO)

Date of Request: 3/10/20 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

### PERSON MAKING REQUEST:

Name: Jessica Barnett Company (if applicable): \_\_\_\_\_

Mailing Address: 225 State Street

City: Harrisburg State: PA Zip: 17101 Email: jnb@commonwealthfoundation.org

Telephone: 717-919-0482 Fax: 717-510-6943

How do you prefer to be contacted if the agency has questions? ☒ Telephone ☒ Email ☐ U.S. Mail

### RECORDS REQUESTED:

Please provide the amount of money the agency transmits to the following organizations:

- The Association for Pennsylvania Municipal Management
- The Association of Mayors of the Boroughs of Pennsylvania
- Pennsylvania Association of Councils of Governments
- Pennsylvania Association of Municipal Administrators
- Pennsylvania Borough Solicitors Association
- Pennsylvania Borough Councils Association
- Pennsylvania League of Cities and Municipalities
- Pennsylvania Municipal Authorities Association
- Pennsylvania Municipal League
- Pennsylvania State Association of Boroughs
- Pennsylvania State Majors' Association
- Allegheny County Boroughs Association
- Allegheny League of Municipalities



Records should include, but are not limited to, membership dues and fees, and fees for services to the above organizations. Please include records from the 2017-18 school year to the present date. If possible, provide the information in electronic format.

DO YOU WANT COPIES? ☐ Yes, printed copies (default if none are checked)

☒ Yes, electronic copies preferred if available

☐ No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? ☐ Yes (may be subject to additional costs) ☒ No

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than ☐ \$100 (or) ☒ \$ 10.

### ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: \_\_\_\_\_ Date Received: 3-10-2020 Response Due (5 bus. days): 3-17-2020

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$ \_\_\_\_\_

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.