



pennsylvania
OFFICE OF OPEN RECORDS
STANDARD RIGHT-TO-KNOW REQUEST FORM



DATE REQUESTED: 3/18/2020

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

REQUEST SUBMITTED TO (Agency name & address): West Easton Borough

NAME OF REQUESTER: Janis Farese

STREET ADDRESS: P.O. Box 970999

CITY/STATE/COUNTY/ZIP (Required): Boca Raton, FL 33497-0999

TELEPHONE (Optional): _____ EMAIL (Optional): Pennsylvania@OpenTheBooks.com

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

Pursuant to the Right to Know, this is a request for a copy of the following records: An electronic copy of any and all employees for year of 2019, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year. We have attached the Standard Right-To-Know Request form.

DO YOU WANT COPIES? YES OR (NO)

DO YOU WANT TO INSPECT THE RECORDS? YES OR (NO)

DO YOU WANT TO 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: 3-19-2020

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 3-26-2020

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