

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

DATE REQUESTED: 3/6/2020

REQUEST SUBMITTED BY: ☐ E-MAIL ☐ U.S. MAIL ☒ FAX ☐ IN-PERSONNAME 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. I am seeking the surveillance video clips, with time/ date stamps of all councilpersons and guests entering and exiting Borough Hall for all safety & personnel committee meetings in 2020. specifically from the 3 cameras that record the outdoor parking lot, front entrance, and the indoor lobby. I would like the frames of those specific activities , not the entire meeting, to be emailed to me in any format it exists.

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 ONLYRIGHT TO KNOW OFFICER: Joan HeebnerDATE RECEIVED BY THE AGENCY: 3-6-2020AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 3-13-2020

***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.)*