



pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 05/04/15

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

REQUEST SUBMITTED TO (Agency name & address): Berwick Township Board of Supervisors,
85 Municipal Road, Hanover, PA 17331

NAME OF REQUESTER: Bea Haskins

STREET ADDRESS: 58 Blue Heron Drive

CITY/STATE/COUNTY/ZIP(Required): Hanover, PA 17331

TELEPHONE (Optional): 717-630-1867 EMAIL (optional): beahaskins@centurylink.net

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

Copies of all invoices paid the payees on the automatic bill payment list, from January 2014, to current. Please send as a PDF document.

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? YES 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

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

***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.)*

Bea Haskins

From: Bea Haskins [beahaskins@centurylink.net]
Sent: Wednesday, May 13, 2015 8:50 AM
To: 'Office , Reviewer'
Subject: RE: Right-to-Know Request Response

Good morning, Jean. Please advise the Right to Know Officer that having now seen the automatic payee list, I would amend my second request to see the copies of invoices for only the following:

Lowe's
Verizon Wireless
Office Manager's Cell Phone
Tim Shultis
KPI Technology

Thanks,

Bea

From: Office , Reviewer [<mailto:office@berwicktp.org>]
Sent: Tuesday, May 12, 2015 8:39 AM
To: Bea Haskins
Subject: Right-to-Know Request Response

Hi Bea,

Attached is in response to your Right-to-Know request received on 5-5-15.

Jean A. Hawbaker
Secretary
BERWICK TOWNSHIP
85 Municipal Road
Hanover, PA 17331
717-632-1829