



pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 8/28/15

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON
Luzerne County Open Records, Officer Shannon Crake Lapsansky, Esquire,

REQUEST SUBMITTED TO (Agency name & address): _____
Luzerne County Office of Law, 200 North River Street, Wilkes-Barre, PA 18711

NAME OF REQUESTER: Michael A. Lombardo, Esquire, Hourigan, Kluger & Quinn, P.C.
600 Third Avenue

STREET ADDRESS: _____
Kingston, PA 18704

CITY/STATE/COUNTY/ZIP(Required): _____
TELEPHONE (Optional): 570-287-300 EMAIL (optional): mlombardo@hkqlaw.com

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*
any and all records, meeting minutes, reports, memos, recommendations and findings related to the Luzerne County Counsel ad hoc committee studying the Luzerne County 911 Center

- 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.)*