

F15-048

Rec: 3/18/15

Due 3/25/15

EXTN 4/24/15



# pennsylvania

OFFICE OF OPEN RECORDS

## STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 3/18/2015

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

REQUEST SUBMITTED TO (Agency name & address): Budget and Finance, Luzerne County

NAME OF REQUESTER: Matt Petrillo

STREET ADDRESS: WNEP, 16 Public Square

CITY/STATE/COUNTY/ZIP(Required): Wilkes Barre PA 18701

TELEPHONE (Optional): 215-298-3533 EMAIL (optional): Matt.Petrillo@wnep.com

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

I'd appreciate a list that provides the salaries of the department heads or directors for every department in Luzerne County. If a list cannot be produced, I'd like to inspect or obtain the documents that would have those respective salaries.

I'd also appreciate the applications/resumes of all applicants for the Senior Accountant position from 2013 and a list of all resumes/applicants from the budget/finance director search from the same year.

I'd also appreciate a list of costs or the receipts of any and all transactions associated with the search for a budget and finance director from 2013, including how much the county paid Springsted Incorporated, which assisted in the search.

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.)*