

RTK REQUEST NUMBER

DATE RECEIVED

5 DAY RESPONSE DATE



COUNTY OF LUZERNE

## RIGHT TO KNOW LAW REQUEST FORM

NAME OF REQUESTER: Magni Donna M  
(PLEASE PRINT CLEARLY) LAST FIRST MI

MAILING ADDRESS: 17 English Street  
STREET / P.O. BOX

West Wyoming Pennsylvania 18644-1004  
CITY STATE ZIP CODE

PHONE # 570-693-1338 FAX#

EMAIL ADDRESS:

SIGNATURE: Donna M. Magni DATE: 2/5/15

**RECORDS REQUESTED** - Requesters **MUST** specify the document(s) sought. Please use additional pages if necessary.

I request all Kronos Inc. invoices (Kronos Inc. is the county's Time and Attendance System, i.e., timeclocks.) for the period of time from March 7, 2011 through January 31, 2014 without exception. I want every single invoice and all the supporting detail that is included with each invoice without exception.

PLEASE CHECK ONE OF THE FOLLOWING:

- I AM ONLY REQUESTING ACCESS TO THE DOCUMENT(S)  
 I AM REQUESTING A HARD COPY OF THE DOCUMENT(S) (PAPER, CD, etc...)  
 I AM REQUESTING AN E-FILE OF THE DOCUMENT(S) (IF AVAILABLE) (PDF, EXCEL SPRDSHT, etc...)

**PLEASE NOTE: LUZERNE COUNTY IS NOT REQUIRED TO CREATE A RECORD WHICH DOES NOT CURRENTLY EXIST OR TO COMPILE, MAINTAIN, FORMAT OR ORGANIZE A RECORD IN A MANNER IN WHICH THE AGENCY DOES NOT CURRENTLY COMPILE, MAINTAIN, FORMAT OR ORGANIZE THE RECORD**