

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: 4/7/15

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

I request copies of all union grievances involving the Kronos Time and Attendance System, i.e., the timeclocks, for the period of time February 1, 2014 through April 7, 2015. I want all union grievances whether they were addressed or not by the Human Resources Department. They are needed for my case.

**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**