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From: Michael Zwick [<mailto:mzwick@assets-international.com>]

Sent: Tue 9/22/2015 10:52 AM

To: Michael Zwick

Subject: FW: Right to Know request

Dear Custodian of Records:

Under the Pennsylvania Right to Know Law, 65 §66.1 et seq., I am requesting a list of all checks that your governmental entity has issued that remain neither negotiated (aka "cashed") nor cancelled for any other reason (e.g., satisfaction by another check or another instrument, remittance of the funds to a state unclaimed property division, etc.). For each such check, to the extent as allowed by law, please provide the following information:

1. Name of payee;
2. Amount of payment;
3. Contact information for the payee; and
4. Date of check.

If there are any fees for searching or copying these records, please advise.

The Pennsylvania Right to Know Law requires a response time within five (5) business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request. Please do not hesitate to contact me if you have any questions.

Michael J. Zwick, Esq.

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