

RTK REQUEST NUMBER

DATE RECEIVED

5 DAY RESPONSE DATE



COUNTY OF LUZERNE

RIGHT TO KNOW LAW REQUEST FORM

NAME OF REQUESTER: Griffith Walter I
(PLEASE PRINT CLEARLY) LAST FIRST MI

MAILING ADDRESS: 348 Highland Ave
STREET / P.O. BOX

Trucksville PA 18708
CITY STATE ZIP CODE

PHONE # 570-696-1218 FAX# 570-735-6677

EMAIL ADDRESS: Imabari1@aol.com

SIGNATURE: Walter L Griffith Jr DATE: January 19, 2018

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

I am requesting a print out of the Security Badge Log Sheet of County Controller Michelle Bednar for the dates of January 1 2016 to January 18, 2018. The Log Sheet is the data that is recorded by the Security Department whenever any employee uses their employee badge to enter any of the County Properties.

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