



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Mary Ellen Ramage, Manager, Right to Know Officer (Attn: AORO)

Date of Request: 11/16/2020 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Helena J. Csorba Company (if applicable): _____

Mailing Address: MuckRock News DEPT MR 30356 411A Highland Ave

City: Somerville State: MA Zip: 02144 Email: 30356-00014099@requests.muckrock.com

Telephone: 617-299-1832 Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

Please see next page for full request.

DO YOU WANT COPIES? Yes, electronic copies preferred if available
 Yes, printed copies preferred
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? Yes (*may be subject to additional costs*) No
RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Nov. 27, 2018

To Whom It May Concern:

Pursuant to Pennsylvania Right to Know Act, I hereby request the following records:

- Please provide copies of Officer Benjamin Jason Straw's (former Military Police) resume(s) and any and all other papers and documents submitted to Etna Borough and to the Etna Borough Police Department (in digital or hard copy format) by Mr. Straw for consideration of his employment as a law enforcement officer by Etna Borough in the Etna Borough Police Department.
- Please include all copies of interview notes, phone call records, instant messaging and / or any other paper or digital communication with Mr. Straw, including the date of first contact with Mr. Straw prior to his hiring and contact during the interview process and all documents leading up to his ultimate hiring to the Etna Borough Police force.
- Please include the names of the people who were involved in, and during the time leading up to, and during the ultimate hiring of Benjamin Jason Straw, to the Etna Borough Police force.
- Please include any nepotistic relationships between Benjamin Jason Straw and any members of the Etna Borough Council (past and present) and any of Etna Borough's employees (past and present).
- Please provide copies of Benjamin Jason Straw's incremental levels of education and the respective degrees earned, prior to his employment by Etna Borough and the Etna Borough Police Department. Please include any and all "in class training" or "in field training", any and all non-degreed schooling, classes and training, any and all certificates earned and the respective topic / subjects of these studies.
- Please provide a list of any and all classes and instructions Benjamin Jason Straw received from ManTech International or by any of ManTech International subsidiaries, or similar government contractors, in an active battlefield or in an inactive setting, while serving in the military. Please include the classes and instructions Mr. Straw received in TARGET LOCKING and TARGET TRACKING technologies using RF (radiofrequency) and TTWS (Through-The-Wall-Sensor) technologies. Please include the names of the RF and TTWS devices / equipment on which Benjamin Jason Straw has received instruction to use and to operate.
- Please include the classes and instructions Mr. Straw received in programming and altering TARGET LOCKING and TARGET TRACKING devices and equipment that use RF (radiofrequency) and TTWS (Through-The-Wall-Sensor) devices and technologies.
- Please include the RF and TTWS devices' manufacturer names and the RF device /equipment names on which Benjamin Jason Straw has received instruction and has working knowledge of.
- Please provide a copy of the signed acknowledgment by Benjamin Jason Straw, as required, acknowledging the restricting criteria placed on the use of any RF intentional radiators and radiolocators and TTWS (Through-The-Wall-Sensor) devices and technologies.
- Please provide Etna Borough Council discussions and notes (digital and hard copy) regarding the consideration of Benjamin Jason Straw's possible and imminent hiring to the Etna Borough Police force. Please include salary offer letters (digital and / or hard copy) of the negotiations during the hiring process.
- Finally, if you would please, provide Benjamin Jason Straw's salary and benefits package history to date, as an employee by Erna Borough.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

Helena J. Csorba