



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 32514 411A Highland Ave

City: Somerville State: MA Zip: 02144 Email: 32514-67503650@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:

Attention Borough of Etna Freedom of Information Officer:

- Please provide a copy of the contract and / or agreement and / or any other arrangement between the Borough of Etna and Ronald Heck, also know as Solicitor.
- Please provide information whether Mr. Heck is a contractual hire on an as needed basis, or if he is paid a monthly retainer or stipend.
- Please provide the hourly rate Mr. Heck costs the Borough of Etna taxpayers, when retained by the Borough of Etna, in various capacities, as has been required or needed.
- Please provide a copy of the original engagement letter or agreement with Mr. Heck, for his services.
- Please provide the annual cost to the Borough of Etna taxpayers, since his initial engagement. Please provide the breakdown of these costs into categories, whether the monies were for compensation or expenses.

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