

RTK - 247



pennsylvania
OFFICE OF OPEN RECORDS



Springettsbury Township

1501 Mt. Zion Road
York, PA 17402
(717) 757-3521 (Phone)
(717) 505-0455 (Fax)
www.springettsbury.com

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: December 29, 2013

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: David G. Trott

STREET ADDRESS: 3360 Druck Valley Rd.

CITY/STATE/COUNTY (Required): York, PA 17406

TELEPHONE (Optional): [REDACTED]

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

1. Please provide a copy of all invoices received by the Township from "The Document House, LLC" for the period January 1, 2009 to present.
2. Please provide a copy of any and all contracts, retainers, and/or agreements by and between Springettsbury Township and The Document House, LLC, for the period 2010 to present.

DO YOU WANT COPIES? YES or NO Yes

DO YOU WANT TO INSPECT THE RECORDS? YES or NO No

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO No

RIGHT TO KNOW OFFICER: JOHN J. HOLMAN, TOWNSHIP MANAGER/SECRETARY
john.holman@springettsbury.com

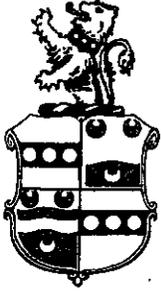
DATE RECEIVED BY THE AGENCY: 01/02/2014

AGENCY FIVE (5)-DAY RESPONSE DUE: 01/09/2014

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

Questions: please contact the Office of Open Records at (717) 346-9903 or openrecords@state.pa.us

30 day 02/08/2014



COAT OF ARMS OF SPRINGETT PENN
1701-1731

SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road
York, Pennsylvania 17402
717-757-3521 Fax: 717-757-7856
www.springettsbury.com
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1908
Police and Fire Emergencies - Dial 911
Recreation Office: 717-505-0406

Wastewater Treatment Facility
3501 North Sherman Street
717-757-3521 Fax: 717-840-0680

BOARD OF SUPERVISORS

Willam H. Schenck, III
Chairman

Donald P. Bishop
Vice Chairman

Michael R. Bowman
Assistant Secretary/Treasurer

George M. Dvoryak

Julie A. Landis

TOWNSHIP MANAGER

John J. Holman
Secretary/Treasurer

January 3, 2014

Mr. David G. Trott
3360 Druck Valley Road
York, PA 17406

Re: **RIGHT-TO-KNOW REQUEST**

Dear Mr. Trott,

Thank you for writing to Springettsbury Township with your request for information in regards to:

1. Please provide a copy of all invoices received by the Township from "The Document House, LLC" for the period January 1, 2009 to present.
2. Please provide a copy of any and all contracts, retainers, and/or agreements by and between Springettsbury Township and The Document House, LLC, for the period 2010 to present.

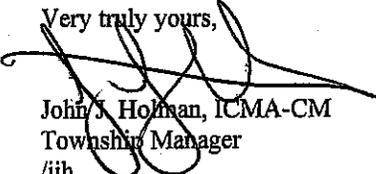
I reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than February 8, 2014.

- The extent or nature of the request precludes a response within the required time period.
- The request requires the retrieval of historic records.
- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.

The applicable fees associated with your request are unknown at this time. You will be advised of the estimated fees after completion of review of your request.

If you have any questions please do not hesitate to contact me.

Very truly yours,


John J. Holman, ICMA-CM
Township Manager
/jjh

cc: Charles Rausch, Township Solicitor
Jack Hadge, Director of Finance.
Dori Bowders, Manager of Administrative Operations

File: Right-to-Know



COAT OF ARMS OF SPRINGETT PENN
1701-1731

SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road
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717-757-3521 Fax: 717-757-7856
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BOARD OF SUPERVISORS

George M. Dvoryak
Chairman

Julie A. Landis
Vice Chairman

Mark M. Swomley
Assistant Secretary/Treasurer

William H. Schenck, III

Kathleen A. Phan

TOWNSHIP MANAGER

John J. Holman
Secretary

February 6, 2014

Mr. David G. Trott
3360 Druck Valley Road
York, PA 17406

Re: **RIGHT-TO-KNOW REQUEST**

Dear Mr. Trott,

Thank you for writing to Springettsbury Township with your request for information in regards to:

- "1. Please provide a copy of all invoices received by the Township from "The Document House, LLC" for the period January 1, 2009 to present.
2. Please provide a copy of any and all contracts, retainers, and/or agreements by and between Springettsbury Township and The Document House, LLC, for the period 2010 to present."

Your request is approved.

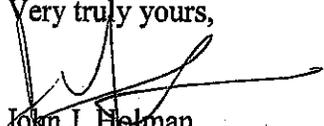
Contract/Agreements 4 Pages
Invoices "Document House" 316 Pages

The cost of the copy of the documents is 320 pages @ .25 cents per page, or \$80.00 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$6.16 for a total cost of \$86.16.

The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. Contact Ms. Dori Bowders, at 717-757-3521, to schedule a time to pick up the documents.

Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Very truly yours,



John J. Helman
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor
Jack Hadge, Director of Finance.
Dori Bowders, Manager of Administrative Operations
Jean B. Albright, President, Document House

File: Right-to-Know