

RTK 250



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: 1/13/2014
REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON
NAME OF REQUESTOR: Julie Landis-Trott
STREET ADDRESS: 3360 Dreck Valley Rd.
CITY/STATE/COUNTY (Required): York, PA York
TELEPHONE (Optional): [REDACTED]

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

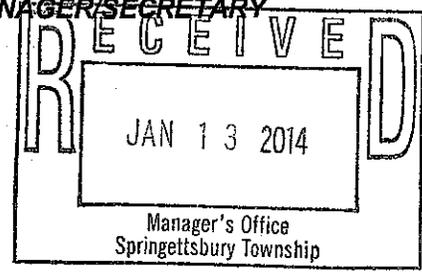
Audio tape from January 9th BOS Meeting.

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

RECEIVED
JAN 13 2014
Springettsbury Township

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

DATE RECEIVED BY THE AGENCY: 01/13/2014
AGENCY FIVE (5)-DAY RESPONSE DUE: 01/20/2014



****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 lg 02/20/2014



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

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Kathleen A. Phan

TOWNSHIP MANAGER

John J. Holman
Secretary

January 15, 2014

Ms. Julie Landis-Trott
3360 Druck Valley Road
York, PA 17406

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

Dear Ms. Landis-Trott,

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

"Audio tape from January 9th BOS meeting." You may obtain the record by going on the Springettsbury Township web site, www.Springettsbury.com, click on agendas and minutes, Board of Supervisors.

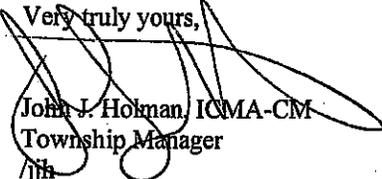
Section 704. Electronic Access

(b) (1) In addition to the requirements of section 701, an agency may respond to a request by notifying the requester that the record is available through publicly accessible electronic means or that the agency will provide access to inspect the record electronically.

(b) (2) If the requester is unwilling or unable to access the record electronically, the requester may, within 30 days of following receipt of the agency notification, submit a written request to the agency to have the record converted to paper. The agency shall provide access to the record in printed form within five days of the receipt of the written request for conversion to paper.

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

Very truly yours,


John J. Holman, ICMA-CM
Township Manager

Jjh
cc: Charles Rausch, Township Solicitor
Dori Bowders, Manager of Administrative Operations
File: Right-to-Know