



pennsylvania
OFFICE OF OPEN RECORDS

RTK 292



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: November 20, 2014

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 the audio for the Police Department 2015 Budget session.

DO YOU WANT COPIES? YES or NO Yes (Audio)

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: ABEGALE GIBB
abby.gibb@springettsbury.com

DATE RECEIVED BY THE AGENCY: 11/20/2014

AGENCY FIVE (5)-DAY RESPONSE DUE: 12/1/2014

30 Day: 12/31/2014

***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



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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Assistant Secretary/Treasurer

William H. Schenck, III

Kathleen A. Phan

TOWNSHIP MANAGER

Kristen L. Denne

November 25, 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 "Please provide a copy of the audio for the Police Department 2015 Budget session."

Your request is approved. The cost of the electronic file is \$10.00 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$0.48 cents for a total cost of \$10.48.

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

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

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

Very truly yours,

Abby Gibb
Right-To-Know Officer

cc: Kristen Denne, Township Manager
Charles Rausch, Township Solicitor
Chief Hyers, Police Department
Dori Bowders, Manager of Administrative Operations
File: Right-to-Know - 292