

RTK-330



**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: 8/13/15

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

NAME OF REQUESTOR: LISA DAY - First Capital Fcu

STREET ADDRESS: 2801 Eastern Blvd.

CITY/STATE/COUNTY (Required): York, Pa. York

TELEPHONE (Optional): 717-767-5551 x 1103

RECORDS REQUESTED: lisad@firstcapitalfcu.com

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

I am updating our Security Manual + wondered if you have a "Procedures for Hold-up Alarms". This would be helpful for our staff + mgmt.

DO YOU WANT COPIES?  YES  NO

DO YOU WANT TO INSPECT THE RECORDS? YES   NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES   NO

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

Completion Date:

DATE RECEIVED BY THE AGENCY: 8/13/15

AGENCY FIVE (5)-DAY RESPONSE DUE: 8/20/15

30 Day: ~~8~~ 9/19/15

\*\*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.)



COAT OF ARMS OF SPRINGGETT PENN  
1701-1731

# SPRINGGETTSBURY TOWNSHIP

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

Kristen L. Denne

August 20, 2015

Ms. Lisa Day  
First Capital Federal Credit Union  
2801 Eastern Blvd  
York, PA 17402

Re: **RIGHT-TO-KNOW REQUEST –Alarm Procedures**

Dear Ms. Day,

Thank you for writing to Springgettsbury Township with your request for “I am updating our Security Manual and wondered if you have a ‘Procedures for Hold-up Alarms’ This would be helpful for our staff & mgmt.”

The Township has reviewed its files and there are no records related to your request.

The Township welcomes you to contact the Springgettsbury Township Police Department directly to speak with a Detective about what to expect from officers responding to an alarm. To speak with a detective please contact the Police Department, 717-757-3525, Monday – Friday 8:00 am – 5:00 pm.

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,

  
Abegale Gibb  
Right To Know Officer

cc: Kristen Denne, Township Manager  
Charles Rausch, Township Solicitor  
Chief Stump, Police Department  
Lt. Beam, Police Department  
Dori Bowders, Manager of Administrative Operations  
File: Right-to-Know – 330