



pennsylvania
OFFICE OF OPEN RECORDS

RTK 333



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: 9/14/2015

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

NAME OF REQUESTOR: Nicole, Asst. Program Manager American Transparency.

STREET ADDRESS: P.O. Box 970999

CITY/STATE/COUNTY (Required): Boca Raton, FL 33497-0999

TELEPHONE (Optional): email: pennsylvania@openthebooks.com

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

Please see attached email.

DO YOU WANT COPIES? YES or NO prefer electronic

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

Completion date:

DATE RECEIVED BY THE AGENCY: 9/14/15

AGENCY FIVE (5)-DAY RESPONSE DUE: 9/21/15

30 Day Response Due: 10/21/15

**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.)

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

RTK 333

Gibb, Abby

From: pennsylvania@openthebooks.com
Sent: Monday, September 14, 2015 10:40 AM
To: Pennsylvania@openthebooks.com
Subject: FOIA request - sent on 9/14/2015

DATE: 9/14/2015

Dear Open Records Compliance Officer,

Pursuant to the Open Records Act/Freedom of Information Act, this is a request for a copy of the following records: An electronic copy of any and all employees for years 2013 and 2014, (fiscal or calendar year). Each employee record should contain the employer name; employer zip code; year of compensation; first name, middle initial, last name; hire date (mm-dd-yyyy); gross annual (fiscal or calendar) wages (including but not limited to salary, over-time wages); position; etc. (etc.: means any other public data available, as to not require the agency to have to remove data from existing records.) This data should be broken down by employer, employee and year.

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to Pennsylvania@openthebooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at Pennsylvania@openthebooks.com.

Sincerely,
Nicole, Asst. Program Manager
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999



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

Mark M. Swomley
Chairman

George M. Dvoryak
Vice Chairman

Kathleen A. Phan
Assistant Secretary/Treasurer

William H. Schenck, III

Julie A. Landis

TOWNSHIP MANAGER

Kristen L. Denne

September 21, 2015

Ms. Nicole
Assistant Program Manager
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999

Re: **RIGHT-TO-KNOW REQUEST – Employee Records**

Dear Nicole,

Thank you for writing to Springettsbury Township with your request for information as shown on your original request form which is enclosed.

I have 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 October 21, 2015.

- 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,


Abegale Gibb
Right To Know Officer

cc: Kristen Denne, Township Manager
Dori Bowders, Manager of Administrative Operations
Betty Speicher, Director of Human Resources
File: Right-to-Know 333



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Julie A. Landis

TOWNSHIP MANAGER

Kristen L. Denne

October 20, 2015

Ms. Nicole
Assistant Program Manager
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999

Re: **RIGHT-TO-KNOW REQUEST – Employee Records**

Dear Nicole,

Thank you for writing to Springettsbury Township with your request for information as shown on your original request form which is enclosed.

The request for information is approved.
2013 Records: 4 pages
2014 Records: 5 pages

Per the Pennsylvania Right To Know Law, applicable fees apply. Copies are available at a cost of \$0.25 per page for a total of \$2.25 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$1.42 for a total cost of \$3.67.

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
Dori Bowders, Manager of Administrative Operations
Betty Speicher, Director of Human Resources
Charles Rausch, Township Solicitor
File: Right-to-Know 333

