



pennsylvania

OFFICE OF OPEN RECORDS

RTK 335



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: 9/22/15

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

NAME OF REQUESTOR: Michael Zwick, Assets Intl.

STREET ADDRESS: 24123 Greenfield Road Suite 301

CITY/STATE/COUNTY (Required): Southfield, MI 48075

TELEPHONE (Optional): _____

RECORDS REQUESTED:

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

attached document

DO YOU WANT COPIES? YES or NO list preferred

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: 9/22/15

AGENCY FIVE (5)-DAY RESPONSE DUE: 9/29/15

30 Day: 10/29/15

****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 335

Gibb, Abby

From: Michael Zwick <mzwick@assets-international.com>
Sent: Tuesday, September 22, 2015 10:20 AM
To: Michael Zwick
Subject: Right to Know request

Dear Custodian of Records:

Under the Pennsylvania Right to Know Law, 65 §66.1 et seq., I am requesting a list of all checks that your governmental entity has issued that remain neither negotiated (aka "cashed") nor cancelled for any other reason (e.g., satisfaction by another check or another instrument, remittance of the funds to a state unclaimed property division, etc.). For each such check, to the extent as allowed by law, please provide the following information:

1. Name of payee;
2. Amount of payment;
3. Contact information for the payee; and
4. Date of check.

If there are any fees for searching or copying these records, please advise.

The Pennsylvania Right to Know Law requires a response time within five (5) business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request. Please do not hesitate to contact me if you have any questions.

Michael J. Zwick, Esq.

President

Assets International, L.L.C.

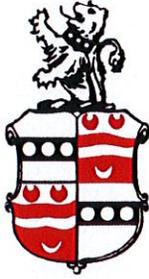
24123 Greenfield Road, Suite 301

Southfield, MI 48075

(248) 557-4960

Fax: (248) 557-4571

www.assetsinternational.com



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

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Julie A. Landis

TOWNSHIP MANAGER

Kristen L. Denne

September 29, 2015

Mr. Michael Zwick
Assets International, L.L.C.
24123 Greenfield Road, Suite 301
Southfield, MI 48075

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

Dear Mr. Zwick,

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

“..a list of all checks that your governmental entity has issued that remain neither negotiated (aka “cashed”) nor cancelled for any other reason (e.g., satisfaction by another check or another instrument, remittance of the funds to a state unclaimed property division, etc.). For each such check, to the extent as allowed by law, please provide the following information:

1. Name of Payee
2. Amount of payment
3. Contact information for the payee; and
4. Date of Check”

The Township has reviewed its files and found the following records.

- 12 Records appear as of the last reconciliation/bank statement on 08/31/2015 – **2 pages**
 - These records include check number, check date, payee name and amount of payment. The records do not indicate contact information for the payee as that information is not retained in the format requested, and is therefore denied per “Pennsylvania’s Right to know Law, Section 705 – Creation of record: When responding to a request for access, an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the agency does not currently compile, maintain, format or organize the record.”

You have a right to appeal denial of information in writing to Erik Arneson, Executive Director, Office of Public Records, Commonwealth Building, 400 North Street, 4th Floor, Harrisburg, PA 17120-0225.

If you choose to file an appeal, you must do so within fifteen business days of the mailing date of the agency’s response, as outlined in Section 1101 of the Right-To-Know Law.

A copy of the records are available at a cost of \$0.50 per page for a total of \$0.50 if picked up from the municipal office. Should you wish to have the information mailed, the additional mailing cost is \$0.48 for a total cost of \$0.98. The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. Please mail payment or contact me, 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.

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
Dori Bowders, Manager of Administrative Operations
Sandy Ratcliffe, Deputy Finance Director
Charles Rausch, Township Solicitor
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