



pennsylvania
OFFICE OF OPEN RECORDS

RTK-363



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: 5/4/16

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

NAME OF REQUESTOR: Mark Walters

STREET ADDRESS: 1891 Loucks 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.*

All severance agreements and any other documents that memorialize discharge or demotion of any township employee, including police officers, during calendar year 2015.

DO YOU WANT COPIES? YES or NO

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

RECEIVED

Completion Date:

MAY 04 2016

Springettsbury Township

DATE RECEIVED BY THE AGENCY: 5/4/16

AGENCY FIVE (5)-DAY RESPONSE DUE: 5/11/16

30 Day Response Due: 6/10/16

***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

Mark M. Swomley
Chairman

George M. Dvoryak
Vice Chairman

Kathleen A. Phan
Assistant Secretary/Treasurer

William H. Schenck, III

Blanda E. Nace

May 11, 2016

Mr. Mark Walters
1891 Loucks Road
York, PA 17408

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

Dear Mr. Walters,

Thank you for writing to Springettsbury Township with your request for "All severance agreements and any other documents that memorialize discharge or demotion of any township employee, including police officers, during calendar year 2015."

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 June 10, 2016.

- 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: Dori Bowders, Manager of Administrative Operations
Charles Rausch, Township Solicitor
File: Right-to-Know 363



COAT OF ARMS OF SPRINGETT PENN
1701-1731

SPRINGETTSBURY TOWNSHIP

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William H. Schenck, III

Blanda E. Nace

May 26, 2016

Mr. Mark Walters
1891 Loucks Road
York, PA 17408

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

Dear Mr. Walters,

Thank you for writing to Springettsbury Township with your request for "All severance agreements and any other documents that memorialize discharge or demotion of any township employee, including police officers, during calendar year 2015."

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

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: Dori Bowders, Manager of Administrative Operations
Nitza Sanchez-Bowser, Human Resources Manager
Charles Rausch, Township Solicitor
File: Right-to-Know 363