

RTK 448



# pennsylvania

OFFICE OF OPEN RECORDS

## STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 5/12/2017

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

REQUEST SUBMITTED TO (Agency name & address): Township of Springettsbury

NAME OF REQUESTER: Nicole Mijares

STREET ADDRESS: P.O. Box 970999

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

TELEPHONE (Optional): \_\_\_\_\_ EMAIL (Optional): [REDACTED]

RECORDS REQUESTED: *\*Provide as much specific detail as possible so the agency can identify can identify the information. Please use additional sheets if necessary*

Please see attachment "Right to know request text".

DO YOU WANT COPIES? YES OR (NO)  
DO YOU WANT TO INSPECT THE RECORDS? YES OR (NO)  
DO YOU WANT TO CERTIFIED COPIES OF RECORDS? YES OR (NO)

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

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FOR AGENCY USE ONLY

RIGHT TO KNOW OFFICER: A. Gibb

DATE RECEIVED BY THE AGENCY: 5/12/2017

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 5/19/2017

30 Day Response Due: 6/18/2017

**\*\*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 of the information unless otherwise required by law. (Section 703.)**

Gibb, Abby

RTK 448

**From:** Pennsylvania <pennsylvania@openthebooks.com>  
**Sent:** Friday, May 12, 2017 9:27 AM  
**To:** Gibb, Abby  
**Subject:** New Right to Know - Township of Springettsbury submitted on 05/12/2017  
**Attachments:** Township of Springettsbury (Standard Right-To-Know Request Form).pdf  
**Importance:** High

05/12/2017

Abegale Gibb:

Pursuant to the , this is a request for a copy of the following records: An electronic copy of any and all employees for year of 2016, (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), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year. We have attached the Standard Right-To-Know Request form.

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,

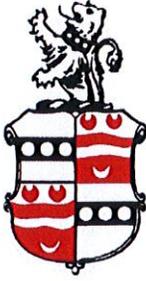
Nicole Mijares

American Transparency

P.O. Box 970999

Boca Raton, FL 33497-0999

# SPRINGETTSBURY TOWNSHIP



COAT OF ARMS OF SPRINGETT PENN  
1701-1731

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

## TOWNSHIP MANAGER

Benjamin B. Marchant

May 17, 2017

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

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

Dear Ms. Mijares,

Thank you for writing to Springettsbury Township with your request for information related to employee records for calendar or fiscal year 2016.

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 17, 2017.

- 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 review of available records.

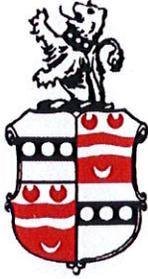
If you have any questions, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Abegale Gibb', is written over the typed name.

Abegale Gibb  
Right to Know Officer

File: Right-to-Know 448



COAT OF ARMS OF SPRINGETT PENN  
1701-1731

# SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road  
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email: info@springettsbury.com

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William H. Schenck, III

Blanda E. Nace

## TOWNSHIP MANAGER

Benjamin B. Marchant

June 16, 2017

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

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

Dear Ms. Mijares,

Thank you for writing to Springettsbury Township with your request for information related to employee records for calendar or fiscal year 2016.

The request for information is approved and available records are included with this response electronically.

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

File: Right-to-Know 448