



**pennsylvania**  
OFFICE OF OPEN RECORDS

RTK-510



**Springettsbury Township**

1501 Mt. Zion Road  
York, PA 17402  
717-757-3521  
717-757-7856 (Fax)  
www.springettsbury.com

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 2/2/18

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

NAME OF REQUESTOR: Jana Benscoter

STREET ADDRESS: 1891 Loucks Rd

CITY/STATE/COUNTY/ZIP (Required): York, PA 17408

EMAIL (Optional) [REDACTED] PHONE (Optional): [REDACTED]

**RECORDS REQUESTED** (Please use additional sheets if necessary):  
\*Provide as much specific detail (dates, addresses, etc.) as possible so the agency can identify the information.  
I am requesting Springettsbury Township's staff directory, including: names, titles, phone numbers, and email addresses.

DO YOU WANT COPIES?  YES  NO

DO YOU WANT TO INSPECT THE RECORDS?  YES  NO

DO YOU WANT CERTIFIED COPIES OF RECORDS?  YES  NO

**\*\* PLEASE NOTE: Retain a copy of this request for your files; it is a required document if you file an appeal.\*\***

*For Agency Use Only:*

RIGHT-TO-KNOW OFFICER: **Abby Gibb**: [abby.gibb@springettsbury.com](mailto:abby.gibb@springettsbury.com) 717-505-0415

DATE RECEIVED BY THE AGENCY: 2/2/2018

AGENCY FIVE (5)-DAY RESPONSE DUE: 2/9/2018

Agency 30-Day Response Due: 3/11/2018

**\*\*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 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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Chairman

George M. Dvoryak  
Vice Chairman

Kathleen A. Phan  
Assistant Secretary/Treasurer

Blanda E. Nace

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## TOWNSHIP MANAGER

Benjamin B. Marchant

February 9, 2018

Ms. Jana Benscoter  
York Dispatch  
1891 Loucks Road  
York, PA 17408

Re: **RIGHT-TO-KNOW REQUEST – Staff Directory**

Dear Ms. Benscoter,

Thank you for writing to Springettsbury Township with your request for “Springettsbury Township’s staff directory, including: names, titles, phone numbers, and email address.”

- The Township maintains a Staff Directory on its website, [www.springettsbury.com](http://www.springettsbury.com). This directory can be accessed on the website, by placing the cursor over “Departments” in the leftside column and when the menu appears to the right, click on “Township Staff Directory”.

Pennsylvania Right To Know Law, Act 3 of 2008 Section 704. Electronic Access: *(b) (1) In addition to the requirements of section 701, an agency may respond to a request by notifying the requester that the record is available through publicly accessible electronic means or that the agency will provide access to inspect the record electronically. (b) (2) If the requester is unwilling or unable to access the record electronically, the requester may, within 30 days of following receipt of the agency notification, submit a written request to the agency to have the record converted to paper. The agency shall provide access to the record in printed form within five days of the receipt of the written request for conversion to paper.*

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 510