



# pennsylvania

OFFICE OF OPEN RECORDS

RTK-49

## STANDARD RIGHT-TO-KNOW REQUEST FORM

**TO:** Springettsbury Township

**ATT:** Open Records Officer

**FAX:** (717) 757-7856

**DATE REQUESTED:** December 8, 2010

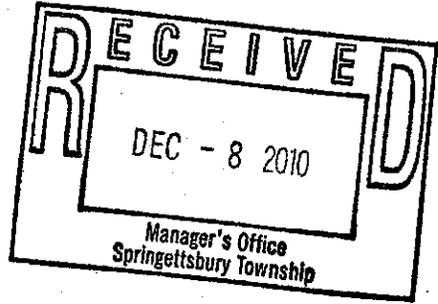
**REQUEST SUBMITTED BY:** FAX

**NAME OF REQUESTOR:** Al Greenly

**STREET ADDRESS:** 4647 Jonestown Rd.

**CITY/STATE/COUNTY (Required):** Harrisburg/PA/Dauphin/17109

**TEL. (Optional):** [REDACTED] **FAX #:** [REDACTED] **EMAIL:** [REDACTED]



### **RECORDS REQUESTED:**

Please provide a monthly summary of all residential building permits issued in **November 2010**.

If the municipality does not keep a monthly summary I would like a copy of all residential new construction, renovations or additions permitted.

Copies can be faxed or emailed using the information above.

I can also pick up the information in person if that is preferred.

I realize there may be charges associated with providing this information. Please call me if there are any questions.

I respect your time and appreciate your help.

Please let me know if you have any suggestions that will help the municipality process this request more efficiently.

DO YOU WANT THE RESPONSE TO THE RECORDS REQUEST EMAILED? YES

DO YOU WANT TO INSPECT THE RECORDS? NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? NO

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RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

*\*\*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.)*

**Section 505. Uniform form.**

(a) Commonwealth and local agencies. — The Office of Open Records shall develop a uniform form which shall be accepted by all Commonwealth and local agencies in addition to any form used by the agency to file a request under this act. The uniform form shall be published in the Pennsylvania Bulletin and on the Office of Open Record's Internet website.





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 & FIRE EMERGENCIES - DIAL 911  
RECREATION OFFICE: (717) 505-0406

WASTEWATER TREATMENT FACILITY  
3501 NORTH SHERMAN STREET  
(717) 757-3521 FAX: (717) 840-0680

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JOHN J. HOLMAN  
SECRETARY

December 8, 2010

Mr. Al Greenly  
4647 Jonestown Rd.  
Harrisburg, PA 17109

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

Dear Mr. Greenly,

Thank you for writing to Springettsbury Township with your request for information pursuant to the Pennsylvania Right-To-Know law.

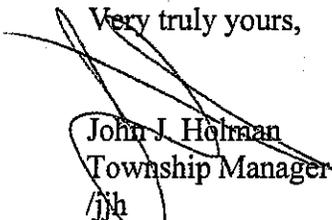
On December 8, 2010, your request for "a monthly summary of all residential permits issued in November 2010," was received by the Township. Your request is approved.

The cost of the copy of the document is \$.25 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$0.44, for a total cost of \$0.69.

The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. You may contact Mrs. Dori Bowders, Manager of Administrative Operations, at 717-757-3521 to schedule a time to pick up the documents.

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

Very truly yours,

  
John J. Holman  
Township Manager

/jjh

Cc: Charles Rausch, Township Solicitor  
Dori Bowders, Manager of Administrative Operations  
James Baugh, Director of Community Development

File: Right-to-Know

#49