

RTK 67



pennsylvania
OFFICE OF OPEN RECORDS



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: 5/13/11

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

NAME OF REQUESTOR: Harriett Schendel

STREET ADDRESS: 4030 Old Orchard Road

CITY/STATE/COUNTY (Required): York PA 17402

TELEPHONE (Optional): [REDACTED]

RECORDS REQUESTED:

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

Would like sound file of Board of Supervisors meeting on 5/12/11.

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: JOHN J. HOLMAN, TOWNSHIP MANAGER/SECRETARY
john.holman@springettsbury.com

DATE RECEIVED BY THE AGENCY: 5/13/2011

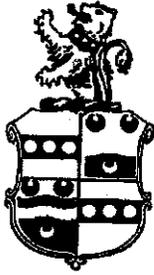
AGENCY FIVE (5)-DAY RESPONSE DUE: 5/20/2011

***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

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RDKG



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

BOARD OF SUPERVISORS

WILLIAM H. SCHENCK, II
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VICE CHAIRMAN

JULIE A. LANDIS
ASSISTANT SECRETARY/TREASURER

TOWNSHIP MANAGER

JOHN J. HOLMAN
SECRETARY

May 16, 2011

Ms. Harriett Schenck
4030 Old Orchard Road
York, PA 17402

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

Dear Ms. Schenck,

Springettsbury Township received your request for "...sound file of Board of Supervisors meeting on 5/12/11" on March 13, 2011.

Your request is approved. The cost of the electronic file is \$10.00 if picked up from the municipal office. There would be an additional cost for a CD mailer as well as actual mailing costs should you wish to have this mailed to your address.

The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. You may contact Ms. Stephanie Conrad of my office, 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,


John J. Holman
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor

File: Right-to-Know