

RTK 74



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: 6/7/2011

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

NAME OF REQUESTOR: Julie Anne Landis
STREET ADDRESS: 3360 Truck Valley Road
CITY/STATE/COUNTY (Required): York, PA York
TELEPHONE (Optional): [REDACTED]

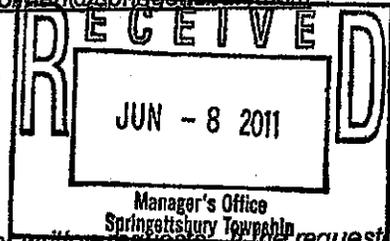
RECORDS REQUESTED:
**Provide as much specific detail as possible so the agency can identify the information.*

*Copy of the Document House tapes of Board of Supervisors Meetings
of 4/28/2011, 5/12/2011.*

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: June 15
AGENCY FIVE (5)-DAY RESPONSE DUE:



RECEIVED
JUN 07 2011
Springettsbury Township

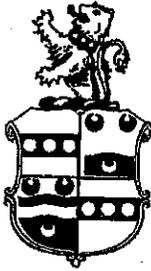
****Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information 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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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

William H. Schenck, III
Chairman

Donald P. Bishop

Michael R. Bowman

George M. Dvoryak
Vice Chairman

Julie A. Landis
Assistant Secretary/Treasurer

TOWNSHIP MANAGER

John J. Holman
Secretary

June 9, 2011

Ms. Julie Landis
3360 Druck Valley Rd.
York, PA 17406

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

Dear Ms. Landis,

Springettsbury Township received your request for "copy of the Document House tapes of Board of Supervisors Meetings of 4/28/2011, 5/12/2011."

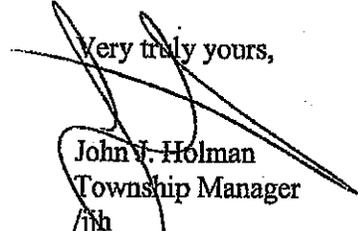
Your request is approved. The cost of the electronic files is \$20.00 if picked up from the municipal office. There would be an additional cost for a CD mailer as well as actual mailing costs should you wish to have this mailed to your address.

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

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