



**pennsylvania**  
OFFICE OF OPEN RECORDS

RTK 112



**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:

5/29/12

REQUEST SUBMITTED BY:

E-MAIL

U.S. MAIL

FAX

IN-PERSON

NAME OF REQUESTOR:

Julie Landis

STREET ADDRESS:

3360 Duck Valley Rd

CITY/STATE/COUNTY (Required):

York, PA 17406

TELEPHONE (Optional):

RECORDS REQUESTED:

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

Copy of May 24<sup>th</sup> regular BOS Meeting  
Tape.

DO YOU WANT COPIES? YES or NO

YES

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](mailto:john.holman@springettsbury.com)

DATE RECEIVED BY THE AGENCY:

5/29/2012

AGENCY FIVE (5)-DAY RESPONSE DUE:

6/5/2012

30 days 7/5/2012

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.) Sent via email

Questions: please contact the Office of Open Records at (717) 346-9903 or [openrecords@state.pa.us](http://openrecords@state.pa.us)

## Holman, John

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**From:** Holman, John  
**Sent:** Wednesday, May 30, 2012 9:23 AM  
**To:** Landis, Julie  
**Cc:** Bowders, Dori; Charles A. Rausch ( [REDACTED] )  
**Subject:** FW: Right to Know Request

Julie,

The electronic disc of the BOS meeting of May 24 is at the front desk. The cost of the disc is \$10.00.

Please be advised that this correspondence will serve to close this record with our office as permitted by the Right to Know law.

John J. Holman, ICMA-CM  
Springettsbury Township Manager

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