



pennsylvania
OFFICE OF OPEN RECORDS

(P) →

RTK 126



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: 7-24-12

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

NAME OF REQUESTOR: DAVID G. TROTT

STREET ADDRESS: 3360 DRUCK 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.*

SEE ATTACHED

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:

AGENCY FIVE (5) DAY RESPONSE DUE: 7/31/2012

30 days 8/30

****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) 346-0903 or openrecords@state.pa.us

Right To Know
David G. Trott

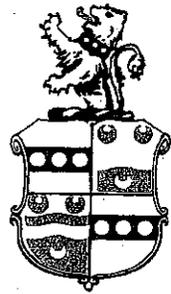
1. Please provide what specific changes were made to the Employee Policies Manual as relating to the April 14, 2005 revision.
2. Please provide what specific changes were made to the Manager's Ordinance as relating to the "Amendments to Manager's Ordinance by Ordinance 2003-18 (Ch. 1, Part 1, of the 2003 Code, amended 12/11/2003)."

David G. Trott

7-24-12

RTK-126

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

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TOWNSHIP MANAGER

John J. Holman
Secretary/Treasurer

July 30, 2012

Mr. David G. Trott
3360 Druck Valley Road
York, PA 17406

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

Dear Mr. Trott,

Thank you for submitting to Springettsbury Township a Right-To Know Request form dated July 24, 2012.

Request #1.

Your request stated: Please provides what specific changes were made to the Employee Policies Manual as Relating to the April 14, 2005 revision.

Your request is approved:

Policy Manual Pages Dated April 14, 2005. (12 pages)

Request #2.

Your request stated: Please provide what specific changes were made to the Manager's Ordinance as relating to the Amendments to Managers Ordinance 2003-18 (CH1, Part1, of the 2003 Code, amended 12-11-03).

Your request was replied to in your previous Right-To-Know request of July 3, 2012 which was responded to in correspondence dated July 10, 2012. This was a codification of the Municipal Code. Your request is therefore denied for the following reason(s) under the Right-To-Know Law:

- Section 506(a)(1) An agency may deny a requester access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the agency.

The cost of the copy of the documents is 12 pages at .25 per page, or \$3.00 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$0.85 for a total cost of \$3.85.

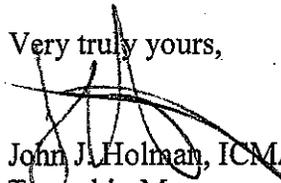
The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. You may contact Ms. Dori Bowders, at 717-757-3521, to schedule a time to pick up the documents.

You have a right to appeal denial of information in writing to Terry Mutchler, Executive Director, Office of Public Records, Commonwealth Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal, you must do so within fifteen business days of the mailing date of the agency's response, as outlined in Section 1101 of the Right-To-Know Law. If you have further questions, please call John Holman, Township Manager.

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

Very truly yours,


John J. Holman, ICMA-CM
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor
Dori Bowders, Manager of Administrative Operations
Betty Speicher, Director of Human Resources
File: Right-to-Know