RTK 194

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: May 3, 2013

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

NAME OF REQUESTOR: William Schenck

STREET ADDRESS: 4030 Old Orchard Rd.

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

TELEPHONE (Optional):

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

Audio of the last meeting, April 25

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: May 3, 2013

AGENCY FIVE (5)-DAY RESPONSE DUE: May 10, 2013

***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

30 day June 9, 2013

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 and Fire Emergencies - Dial 911
Recreation Office: 717-505-0406

Wastewater Treatment Facility
3501 North Sherman Street
717-757-3521 Fax: 717-840-0680

COAT OF ARMS OF SPRINGETT PENN
1701-1731

BOARD OF SUPERVISORS

William H. Schenck, III
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Assistant Secretary/Treasurer

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TOWNSHIP MANAGER

John J. Holman
Secretary/Treasurer

May 3, 2013

Mr. William Schenck
4030 Old Orchard Road
York, PA 17402

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

Dear Mr. Schenck,

Springettsbury Township received your request for "...audio of the last meeting, April 25."

Your request is approved. The cost of the electronic file is $10.00 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is $0.46 cents for a total cost of $10.46.

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, ICMA-CM
Township Manager
/jjh
cc: Charles Rausch, Township Solicitor
File: Right-to-Know