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**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: 5/24/2013  
REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON  
NAME OF REQUESTOR: Julie Landis  
STREET ADDRESS: \_\_\_\_\_  
CITY/STATE/COUNTY (Required): \_\_\_\_\_  
TELEPHONE (Optional): \_\_\_\_\_

**RECORDS REQUESTED:**

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

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

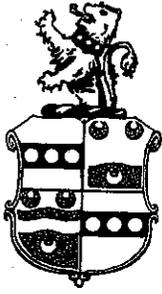
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: **JOHN J. HOLMAN, TOWNSHIP MANAGER/SECRETARY**  
john.holman@springettsbury.com

DATE RECEIVED BY THE AGENCY: 5/24/13  
AGENCY FIVE (5)-DAY RESPONSE DUE: 5/21/13  
3rd Day 7/3/13

**\*\*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](mailto:openrecords@state.pa.us)



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 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  
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## TOWNSHIP MANAGER

John J. Holman  
Secretary/Treasurer

May 31, 2013

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

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

Dear Ms. Landis:

Springettsbury Township received your request for "...audio recording from the BOS meeting of 5/23/2013."

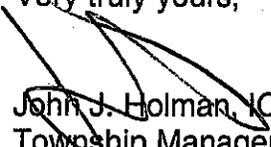
Your request is approved. The cost of the electronic file is \$10 if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$0.46 for a total cost of \$10.46.

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