RTK 561

Gibb, Abby

From: [redacted]
Sent: Tuesday, August 28, 2018 5:05 AM
To: Gibb, Abby
Subject: SmartProcure Public Records Request Township Of Springettsbury For PO/Vendor Information

Dear Abby or Custodian of Public Records,

SmartProcure is submitting a public records request to the Township Of Springettsbury for any and all purchasing records from 2018-05-25 (yyyy-mm-dd) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:
http://upload.smartprocure.com/?st=PA&org=TownshipOfSpringettsbury

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Ken Deloian
Data Acquisition Specialist
SmartProcure
NEW PHONE #: [redacted]
Email: [redacted]

RTK 561

Date Rec'd: 8/28/18
5-Day Response Due: 9/5/18
30-Day Response Due: 10/5/18

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

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COAT OF ARMS OF SPRINGETT PENN
1701-1731

September 5, 2018

Mr. Ken Deloian
Smart Procure
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, FL 33441

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

Dear Mr. Deloian,

Thank you for writing to Springettsbury Township with your request for information concerning "SmartProcure is submitting a public records request to Township of Springettsbury for any and all purchasing records from 2018-05-25 to current....The specific information requested from your record keeping system is:

1. Purchase order number.
2. Purchase Date
3. Line item details
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address"

I have reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than October 5, 2018.

- The extent or nature of the request precludes a response within the required time period.
- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.

At this time there are no anticipated fees associated with your request, you will be advised of any fees required upon the complete review of available records.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Abegale Gibb
Right to Know Officer
File: Right-to-Know 561

SPRINGETTSBURY TOWNSHIP

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York, Pennsylvania 17402
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Benjamin B. Marchant

October 2, 2018

Mr. Ken Deloian
Smart Procure
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, FL 33441

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

Dear Mr. Deloian,

Thank you for writing to Springettsbury Township with your request for information concerning "SmartProcure is submitting a public records request to Township of Springettsbury for any and all purchasing records from 2018-05-25 to current.

The specific information requested from your record keeping system is:

1. Purchase order number.
2. Purchase Date
3. Line item details
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address"

Available records are included with this response electronically. Portions of these records have been redacted in accordance with the Right to Know Law Exception Section 708(6) (i) A record containing all or part of a person's Social Security number, driver's license number, personal financial information, home cellular or personal telephone numbers; personal e-mail addresses; employee number or other confidential personal identification numbers.

Additionally, based upon a recent Pennsylvania Supreme Court ruling (PSEA v Office of Open Records, 2016 Pa. LEXIS 2337) on October 18, 2016, Commonwealth citizens have a constitutional right to privacy regarding their home addresses. Therefore, the record provided for purchase orders does not include address information since Commonwealth (PA) residents were included in the requested records.

You have a right to appeal denial of information in writing to Erik Arneson, Executive Director, Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234

If you choose to file an appeal, you must do so within fifteen (15) business days of the mailing date of the agency's response, as outlined in Section 1101 of the Right-To-Know Law.

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,

Abegale Gibb
Right to Know Officer
File: Right-to-Know 561