pennsylvania
OFFICE OF OPEN RECORDS

RTK 584

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Springettsbury Township (Attn: AORO)

Date of Request: January 23, 2019 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Jennifer Craighead Carey, Esquire Company (if applicable): Barley Snyder

Mailing Address: 126 E. King Street

City: Lancaster State: PA Zip: 17602 Email: [redacted]

Telephone: [redacted] Fax: 717-291-4660

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

Please provide a copy of the police report and/or criminal complaint associated with a retail theft occurring on or about 4/16/2018 involving Kimberly Diane Payne.
Citation No. R 2072045-3.

DO YOU WANT COPIES? ☒ Yes, electronic copies preferred if available
☐ Yes, printed copies preferred (photocopy and postage charges will apply)
☐ No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? ☐ Yes (*may be subject to additional costs*) ☒ No

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than ☒ $100 (or) ☐ $_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: RTK584 Date Received: 1/23/19 Response Due (5 bus. days): 1/30/19

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: 3/1/19) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: $_____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at https://www.openrecords.pa.gov

Form updated Nov. 27, 2018

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

CREST OF SPRINGETTSBURY
INCORPORATED 1891

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January 24, 2019

Jennifer Craighead Carey, Esquire
Barley Snyder
126 East King Street
Lancaster, PA 17602

Re: **RIGHT-TO-KNOW REQUEST – Police Incident**

Dear Ms. Carey,

Thank you for writing to Springettsbury Township with your request for:

"Please provide a copy of the police report and/or criminal complaint associated with a retail theft occurring on or about 4/16/2018 involving Kimberly Diane Payne. Citation No. R 2072045-3."

The request is approved in part and denied in part. The incident report is included with this response electronically. There is no criminal complaint associated with this record. Per Pennsylvania Right to Know Law Act 3 of 2008:

- *Chapter 7, Section 705: Creation of record. When responding to a request for access, an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the agency does not currently compile, maintain, format or organize the record.*

Portions of the records provided have been redacted based on Pennsylvania's Right to Know Law, Act 3 of 2008:

- *Chapter 7, Section 706 Redaction*
  - *If an agency determines that a public record, legislative record or financial record contains information which is subject to access as well as information which is not subject to access, the agency's response shall grant access to the information which is subject to access and deny access to the information which is not subject to access. If the information which is not subject to access is integral part of the public record, legislative record or financial record and cannot be separated, the agency shall redact from the record the information which is not subject to access, and the response shall grant access to the information which is subject to access. The agency may not deny access to the record if the information which is not subject to access is able to be redacted.*

- *Chapter 7, Section 708(b)(6)(i)(A) 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.*

Additional records related to criminal investigations are hereby denied based on the Right to Know Law, Act 3 of 2008:

- *Chapter 7, Section 708.b.16 stating, A record of an agency relating to or resulting in a criminal investigation.*

You have a right to appeal denial of information in writing to the York County Office of the District Attorney, 45 N. George Street, York, PA 17401. 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.

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.

Sincerely,

Abegale Gibb
Right to Know Officer

Cc: Lt. Beam, Police Department
File: Right-to-Know 584