

Gibb, Abby

RTK 585

From: Ken Deloian <[REDACTED]>
Sent: Thursday, January 24, 2019 9:44 AM
To: Gibb, Abby
Cc: Sanchez-Bowser, Nitza
Subject: SmartProcure Right to Know Request to Township Of Springettsbury for Contact Information

Dear Ms. Gibb,

SmartProcure is submitting a Right to Know request to The Township Of Springettsbury for all current employee/staff contact information. 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. First Name
2. Last Name
3. Position Title
4. Department
5. Employment Type ie: full-time, part-time, contractor
6. General Office Phone Number
7. Direct Office Phone Number
8. Business Cell Phone (if provided by Township Of Springettsbury)
9. Office Fax
10. Email Address
11. Office Physical Address
12. Office Mailing Address

*Received:
1/24/19
5 Day Response Due
1/31/19
30 Day Response Due
3/2/19*

Please email the information to [REDACTED]

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.

Best Regards,

Ken Deloian

Data Acquisition Specialist



NEW PHONE #

Email:



CREST OF SPRINGGETTSBURY
INCORPORATED 1891

SPRINGGETTSBURY TOWNSHIP

1501 Mt. Zion Road
York, Pennsylvania 17402
717-757-3521 Fax: 717-757-7856
www.springgettsbury.com
email: info@springgettsbury.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

Mark M. Swornley
Chairman

George M. Dvoryak
Vice Chairman

Charles A. Wurster
Assistant Secretary/Treasurer

Justin A. Tomevi

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

January 31, 2019

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

Re: **RIGHT-TO-KNOW REQUEST – Employee Information**

Dear Mr. Deloian,

Thank you for writing to Springgettsbury Township with your request for information concerning "SmartProcure is submitting a Right to Know request to The Township Of Springgettsbury for all current employee/staff contact information. 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. First Name
2. Last Name
3. Position Title
4. Department
5. Employment Type ie: full-time, part-time, contractor
6. General Office Phone Number
7. Direct Office Phone Number
8. Business Cell Phone (if provided by Township of Springgettsbury)
9. Office Fax
10. Email Address
11. Office Physical Address
12. Office Mailing 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 March 2, 2019.

- 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.

Thank you,

Abegale Gibb
Right to Know Officer

File: Right-to-Know 585



CREST OF SPRINGGETTSBURY
INCORPORATED 1891

SPRINGGETTSBURY TOWNSHIP

1501 Mt. Zion Road
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717-757-3521 Fax: 717-757-7856
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Police: 717-757-3525 Fax: 717-840-1908
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Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

February 28, 2019

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

Re: **RIGHT-TO-KNOW REQUEST – Employee Information**

Dear Mr. Deloian,

Thank you for writing to Springettsbury Township with your request for information concerning **“SmartProcure is submitting a Right to Know request to The Township of Springettsbury for all current employee/staff contact information. 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: First Name, Last Name, Position Title, Department, Employment Type ie: full-time, part-time, contractor, General Office Phone Number, Direct Office Phone Number, Business Cell Phone (if provided by Township of Springettsbury), Office Fax, Email Address, Office Physical Address, Office Mailing Address”**

The Township has reviewed its files and a record listing information requested is included with this response electronically. Please note, the record is provided in the manner it exists, per Pennsylvania Right to Know Law, Act 3 of 2008, 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.*

Township Phone Number: 717-757-3521 Township Fax: 717-757-7856
Township Police Phone Number: 717-757-3525 Township Police Fax: 717-840-1908
Township All Departments Physical and Mailing Address: 1501 Mount Zion Road, York, PA 17402.

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.

Thank you,

A blue ink signature of Abegale Gibb.

Abegale Gibb

Right to Know Officer

File: Right-to-Know 585