

RIGHT-TO-KNOW REQUEST FORM

RTK-607

DATE REQUESTED: 5/7/19 \_\_\_\_\_

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

NAME OF REQUESTOR: Richard Huggins \_\_\_\_\_

STREET ADDRESS: 2201 Longshore Ave \_\_\_\_\_

CITY/STATE/COUNTY (Required): PHILADELPHIA, PA \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_

**RECORDS REQUESTED:**

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

I am requesting a list of all employees in the ADMINISTRATION department and the INFORMATION TECHNOLOGY department and their salaries. I do not need names, just job titles, salaries and whether they are full/part time will suffice. Thank you.

DO YOU WANT TO INSPECT THE RECORDS ONLY? YES or NO

MEDIUM IN WHICH THE RECORD IS REQUESTED? email, [REDACTED]

DO YOU WANT COPIES? YES or NO (.25 per page)

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO (\$5.00 per record)

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For Municipal Use Only:

DATE RECEIVED BY THE AGENCY: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

RTK-607  
Date received 5/13/19  
5 Day Response Due 5/20/19  
30 Day Response Due 6/19/19

# SPRINGETTSBURY TOWNSHIP



CREST OF SPRINGETTSBURY  
INCORPORATED 1891

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

Mark M. Swornley  
Chairman

George M. Dvoryak  
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Assistant Secretary/Treasurer

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## TOWNSHIP MANAGER

Benjamin B. Marchant

May 15, 2019

Mr. Richard Huggins  
2201 Longshore Avenue  
Philadelphia, PA 19149

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

Dear Mr. Huggins,

Thank you for writing to Springettsbury Township with your request for the following information:

“...a list of all employees in the ADMINISTRATION department and the INFORMATION TECHNOLOGY department and their salaries. I do not need names, just job titles, salaries and whether they are full/part time will suffice.”

Your request is approved and records are included with this response via email.

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,

  
Abegale Gibb  
Right to Know Officer

File: Right-to-Know 607