

RIGHT-TO-KNOW REQUEST FORM

RTK 6/16

DATE REQUESTED: JUNE 21ST, 2019

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.*

Please send me the detailed, official job descriptions of any employees in your municipality in an Information Technology related position, or any position related to managing or producing content for a local government access channel. I need the job description of any of the following titles that may apply to your municipality, or anything similar.

I also need to know how many Full-time employees your municipality currently has, thank you.

- Chief Technology Officer
- Chief Information Officer
- Information Tech Coordinator
- IT & Special Projects Manager
- IT Director / Director of IT
- IT Staff Manager
- IT Coordinator
- Network Administrator
- Manager of Information Services
- IT Manager, Assistant IT Director
- IT Technician
- Technical Support Specialist
- IT Technician, Media Coordinator
- Administrative Assistant - IT
- Business Administrator for Information Services
- Media Coordinator
- Any position related to your municipalities cable Government Access Channel if exists

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)

For Municipal Use Only:

DATE RECEIVED BY THE AGENCY: 6/24/19

RTK 6/16

ACTION TAKEN: _____

5 day Response Due: ~~6~~ 7/1
30 Day Response Due: 7/31

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

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

For Municipal Use Only:

DATE RECEIVED BY THE AGENCY: 6/21

ACTION TAKEN: _____

* updated version sent
6/21 @ 11pm - send
6/24

Gibb, Abby

From: Gibb, Abby
Sent: Tuesday, June 25, 2019 5:41 PM
To: Richard Huggins
Subject: RE: RTK - addendum

Thank you, Mr. Higgins. Your updated request was received on Monday, 6/24. You will receive a response or request for an extension by Monday, July 1.

Thank you,

Abby Gibb
Communications Manager
Springettsbury Township
1501 Mt. Zion Road, York, PA 17402
717-757-3521 ext. 415
Fax: 717-757-7856
abby.gibb@springettsbury.com



From: Richard Huggins [REDACTED]
Sent: Friday, June 21, 2019 10:49 PM
Subject: RTK - addendum

My apologies, I had to modify my previous right to know request. Please respond to this one instead, it's the same except I forgot to include a line about needing a total number of full-time employees. Sorry for the confusion, thank you again.



CREST OF SPRINGETTSBURY
INCORPORATED 1891

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

Mark M. Swomley
Chairman

George M. Dvoryak
Vice Chairman

Charles A. Wurster
Assistant Secretary/Treasurer

Justin A. Tomevi

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

June 28, 2019

Mr. Richard Huggins
2201 Longshore Avenue
Philadelphia, PA 19149

Re: **RIGHT-TO-KNOW REQUEST – Employee Job Descriptions**

Dear Mr. Huggins,

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

“Please send me the detailed, official job descriptions of any employees in your municipality in an Information Technology related position, or any position related to managing or producing content for a local government access channel. I need the job description of any of the following titles that may apply to your municipality or anything similar. I also need to know how many Full-time employees your municipality currently has, thank you.” You provided a list of possible job titles in your original request.

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 July 30, 2019.

- The extent or nature of the request precludes a response within the required time period.

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

Thank you,

Abegale Gibb
Right to Know Officer

File: Right-to-Know 616



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SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road
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Justin A. Tomevi

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

July 30, 2019

Mr. Richard Huggins
2201 Longshore Avenue
Philadelphia, PA 19149

Re: **RIGHT-TO-KNOW REQUEST – Employee Job Descriptions**

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The Township currently has 92 Full-Time employees. Job descriptions related to the requested Information Technology related positions are included with this response electronically.

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 616