RTK-634

pennsylvania
OFFICE OF OPEN RECORDS

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 Twp PD (Attn: AORO)

Date of Request: 8/28/19 Submitted via: ☐ Email ☐ U.S. Mail ☒ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Heather O'Neill Company (if applicable): Families United Network, Inc

Mailing Address: 412 S. Angle Street

City: Mount Joy State: PA Zip: 17552 Email: [redacted]

Telephone: [redacted] Fax: 717-492-9424

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.*

Records are being requested for the purpose of an adoption home study. We must obtain any records of previous affiliation with local police departments. Please see the attached letter for more information. Thanks in advance.

DO YOU WANT COPIES? ☒ Yes, electronic copies preferred if available
☐ Yes, printed copies preferred
☐ 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: RTK634 Date Received: 8/28/19 Response Due (5 bus. days): 9/5/19

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: 10/5/19) 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

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INCORPORATED 1891

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August 29, 2019

Ms. Heather O'Neill
Families United Network, Inc.
412 S. Angle Street
Mount Joy, PA 17552

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

Dear Ms. O'Neill,

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

"Records are being requested for the purpose of an adoption home study. We must obtain any records of previous affiliation with local police departments."

The Township has reviewed its files and no records related to your request were found. There is a signed letter included with this response, sent via email, to confirm no records found, as requested.

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 634