



pennsylvania
OFFICE OF OPEN RECORDS

RTK
640



Springettsbury Township
1501 Mt Zion Road
York, PA 17402
717-757-3521
717-757-7856 (Fax)
www.springettsbury.com

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 abby.gibb@springettsbury.com (Attn: AORO)
Attn: Abby Gibb

Date of Request: 9/25/19 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Gabriela Feaser Company (if applicable): Families United Network

Mailing Address: 2090 Lingiestown rd.

City: Harrisburg State: PA Zip: 17110 Email: [REDACTED]

Telephone: [REDACTED] Fax: [REDACTED]

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.

any time your agency has made contact with the prospective foster family.

Family: Andrea Gaines ; [REDACTED]
Address: 99 Eisenhower Dr. York

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: RTK- 640 Date Received: 9/25/19 Response Due (5 bus. days): 10/2/19

30-Day Ext.? Yes No (If Yes, Final Due Date: 11/1/19) 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



CREST OF SPRINGETTSBURY
INCORPORATED 1691

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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TOWNSHIP MANAGER

Benjamin B. Marchant

October 1, 2019

Ms. Gabriela Feaser
Families United Network, Inc.
2090 Linglestown Road
Harrisburg, PA 17110

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

Dear Ms. Feaser,

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

“Any time your agency has made contact with the prospective foster family. Family – Andrea Gaines; DOB [REDACTED] Address: 99 Eisenhower Dr. York”

In a follow-up email, you clarified that you are specifically seeking records from the Police Department related to this family.

The Police Department has reviewed its files and no records related to your request were found.

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.*

You have a right to appeal denial of information in writing to Erik Arneson, Executive Director, Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234

If you choose to file an appeal, you must do so within fifteen (15) business days of the mailing date of the agency's response, as outlined in Section 1101 of the Right-To-Know Law.

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 640