



RTKL 642

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 (Attn: AORO)

Date of Request: 10-22-2019 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Brian Bush Company (if applicable): _____

Mailing Address: 513 Third Street

City: Ellwood City State: PA Zip: 16117 Email: _____

Telephone: _____ Fax: _____

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.*

Please provide current list of all first and last name of employees and subcontractors, positions held, and current salary.

The information that I am requesting can be found in the following documents either in a form of Payroll, Employee contact information, audit purpose or insurance or any workers comp.

Can be send through direct email or fax without a charge.

- 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: RTKL 642 Date Received: 10/22/19 Response Due (5 bus. days): 10/29/19

30-Day Ext.? Yes No (If Yes, Final Due Date: 11/28/19) 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.



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

October 29, 2019

Brian Bush
513 Third Street
Ellwood City, PA 16117

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

Dear Mr. Bush,

Thank you for writing to Springettsbury Township with your request for information:
“Please provide current list of all first and last name of employees and subcontractors, positions held, and current salary. The information that I am requesting can be in the following documents either in a form of payroll, employee contact information, audit purpose, or insurance or any workers comp.”

The request for information is approved in part and denied in part. Available records are included with this response electronically sent via email.

- The record is provided in the way it currently 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.*
- Please note, some names have been redacted in compliance with *Pennsylvania Right to Know Law, Act 3 of 2008: Section 708(b) (6) (i) (iii):* An agency may redact the name or other identifying information relating to an individual performing an undercover or law enforcement activity from a 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 642