

## Gibb, Abby

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**From:** Gibb, Abby  
**Sent:** Wednesday, November 13, 2019 4:07 PM  
**To:** Kane, Jenna  
**Subject:** RE: RTK Request Form  
**Attachments:** Township RTKRequestForm.pdf

Hi Jenna,

Thanks for reaching out to Springettsbury Township with a request for information. The attached request was not for Springettsbury and referenced an address not within the Township.

Was there another request you wanted to send for Springettsbury?

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](mailto:abby.gibb@springettsbury.com)



**From:** Kane, Jenna <[REDACTED]>  
**Sent:** Wednesday, November 13, 2019 2:52 PM  
**To:** Gibb, Abby <Abby.Gibb@Springettsbury.com>  
**Subject:** RTK Request Form

Please see the attached RTK request, as part of research for an environmental site assessment on a property in York, Pennsylvania. Please notify me if there are any fees associated with the request before any work is done.

Thank you!

Jenna Kane  
Project Assessor

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**PARTNER ENGINEERING AND SCIENCE, INC.**

[REDACTED]

**Gibb, Abby**

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**From:** Kane, Jenna [REDACTED]  
**Sent:** Wednesday, November 13, 2019 2:52 PM  
**To:** Gibb, Abby  
**Subject:** RTK Request Form  
**Attachments:** Township RTKRequestForm.pdf

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Jenna Kane  
Project Assessor

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**PARTNER ENGINEERING AND SCIENCE, INC.**

[REDACTED]



**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:** Lower Alsace Township Open Records Office (Attn: AORO)

Date of Request: 5/3/2019 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Name: Jenna Kane Company (if applicable): Partner Engineering

Mailing Address: 14524 High Meadow Way

City: N. Potomac State: MD Zip: 20878 Email: [REDACTED]

Telephone: [REDACTED] 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.*

Partner Engineering and Science, Inc. is conducting a Phase I Environmental Site Assessment on the property:

717-737 N 25th Street, Reading, PA 19606

We are requesting both current and historical records regarding underground storage tanks, above-ground storage tanks, fire records, spill records, remediation sites, dump sites, storage of hazardous materials, hazardous material activities, groundwater monitoring wells, etc.pertaining to the above-referenced site.

- 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: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) 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