



RTK 658



### 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.

Attn: Abby Gibb

SUBMITTED TO AGENCY NAME: Springettsbury Township abby.gibb@springettsbury.com (Attn: AORO)

Date of Request: 1/13/2020 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Name: Eleni Reynolds Company (if applicable): Ramboll

Mailing Address: 4350 Fairfax Drive, Suite 300

City: Arlington State: VA Zip: 22203 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.*

I'm looking for records pertaining to two sites, located at 3701 Concord Road, York, PA and at 580 Davies Drive, York, PA. Specifically, I am looking for any records pertaining to current or former underground storage tanks or septic systems at these sites, and any previous fires, spills, or other contamination.

**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)  \$20 \_\_\_\_\_.

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

Tracking: RTK- 658 Date Received: 1/13/2020 Response Due (5 bus. days): 1/21/2020

30-Day Ext.?  Yes  No (If Yes, Final Due Date: 2/20/2020) 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

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Benjamin B. Marchant

January 21, 2020

Ms. Eleni Reynolds  
Ramboll  
4350 Fairfax Drive, Suite 300  
Arlington, VA 22203

Re: **RIGHT-TO-KNOW REQUEST – Multiple Locations**

Dear Ms. Reynolds,

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

**Records pertaining to two sites:**

- **3701 Concord Road**
- **580 Davies Drive**

**Specifically seeking records pertaining to current or former underground storage tanks or septic systems at these sites, and any previous fires, spills or other contamination.**

The Township does not have records related to your request. Please note, the Township does not manage a Fire Department. Township fire services are managed by a regional organization, York Area United Fire and Rescue, 50 Commons Drive, York, PA 17402.

No additional records related to your request exist.

*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, 16<sup>th</sup> 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 658