pennsylvania
OFFICE OF OPEN RECORDS

RTK 672

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

Date of Request: 3/19/20 Submitted via: ☐ Email ☐ U.S. Mail ☒ Fax ☐ In Person

PERSON MAKING REQUEST:

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

Mailing Address: 412 S Angle St

City: Mt 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.*

please see attached request for information about a family's past calls with the local police for the purpose of a private adoption home study.

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- 672 Date Received: 3/19/2020 Response Due (5 bus. days): 3/26/2020

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: 4/25/2020) 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.

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

Families United Network, Inc.

Building a Better Tomorrow for Children and

Mount Joy Office
412 South Angle Street, Mount Joy, Pennsylvania 17552
Phone: 717-492-9338 Fax: 717-492-9424
www.families4kids.org

March 18, 2020

Springettsbury Township Police Dept
1501 MOUNT ZION ROAD
York, PA 17403

Reference:
Danny and Rachel Suero
[redacted]

To Whom it May Concern:

The family listed above has applied to become adoptive parent(s). Families United Network, Inc. is conducting the home study to evaluate the family. In order to secure a thorough investigation on this family, we are requesting you forward any information that would be pertinent, including any calls you may have responded to concerning the family or household members. We are not asking for Criminal Records, as we will obtain separate State Police and Child Line clearances. The family's current address is listed above and the applicants' birthdates are:
- Danny DOB [redacted] **- Rachel- DOB:** [redacted]
Previous Addresses:
[redacted] **– both from 2012-2014; Rachel from 2011 to 2012**

Enclosed is a release of information signed by the applicant(s). Please indicate the appropriate response below and return this form to our office at your earliest convenience. Please attach any pertinent information if a concern has been found.

If you have any questions, please feel free to contact me at [redacted]
Thank you for your cooperation.

Sincerely,
Families United Network, Inc.

Heather N. O'Neill, MSW
Private Adoption Supervisor

Encl.

_____No Record Found

_____Record(s) Found (please see attachment)

_____ _____
Signature of Authorized Personnel Date

Families United Network, Inc.
Donegal Professional Center
412 South Angle Street
Mount Joy, PA 17552
Phone-717.492.9338 or 1.800.722.0136
Fax-717.492.9424

Fax

To:	Springettsbury Twp PD	**From:**	Heather O'Neill
Fax:	717-757-7856	**Date:**	03/19/2020
Phone:		**Pages:**	3 (including cover)
Re:	Local Police Check	**CC:**	

☐ **Urgent** ☐ **For Review** ☐ **Please Comment** ☐ **Please Reply** ☐ **Please Recycle**

Comments:

I am enclosing a request for information for a family who has applied to become an adoptive family with our agency. Please complete the attached form and return to Families United Network at [redacted] 412 South Angle Street, Mount Joy, PA 17552, or fax to (717) 492-9424.

Thank you,

Heather N. O'Neill
Families United Network

Confidentiality Notice:

The documents sent to you contain confidential information, belonging to the sender that is legally privileged. This information was intended only for the use of the individual or entity named in the initial transmission. The authorized recipient of this information is prohibited from disclosing the information after its stated need has been filled.

If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of these documents is strictly prohibited. If you have received the initial telecopy in error, please contact the department to arrange for the return of the document.

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

CREST OF SPRINGETTSBURY
INCORPORATED 1891

BOARD OF SUPERVISORS

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Chairman

George M. Dvoryak
Vice Chairman

Charles A. Wurster
Assistant Secretary/Treasurer

Donald P. Bishop

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

March 19, 2020

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

Re: **RIGHT-TO-KNOW REQUEST – Police Calls from Residence**

Dear Ms. O'Neill,

Thank you for writing to Springettsbury Township with your request for: "a family's past calls with the local police for the purpose of a private adoption home study."

I have reviewed the request and given the extenuating circumstances affecting Township operations in response to COVID-19, an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than April 25, 2020.

- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.

At this time there are no fees anticipated with your request. You will be advised of any fees required upon the complete review of available records.

Thank you,

Abegale Gibb
Right to Know Officer
File: Right-to-Know 672

SPRINGETTSBURY TOWNSHIP

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Donald P. Bishop

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

March 31, 2020

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

Re: **RIGHT-TO-KNOW REQUEST – Police Calls from Residence**

Dear Ms. O'Neill,

Thank you for writing to Springettsbury Township with your request for: "a family's past calls with the local police for the purpose of a private adoption home study."

The request is approved in part and denied in part. The requested incident report and signed documentation are included with this response electronically, sent via email.

Portions of the record provided have been redacted based on Pennsylvania's Right to Know Law, Act 3 of 2008:

- Chapter 7, Section 706 Redaction
    - If an agency determines that a public record, legislative record or financial record contains information which is subject to access as well as information which is not subject to access, the agency's response shall grant access to the information which is subject to access and deny access to the information which is not subject to access. If the information which is not subject to access is integral part of the public record, legislative record or financial record and cannot be separated, the agency shall redact from the record the information which is not subject to access, and the response shall grant access to the information which is subject to access. The agency may not deny access to the record if the information which is not subject to access is able to be redacted.
- Chapter 7, Section 708(b)(6)(i)(A) A record containing all or part of a person's Social Security number, driver's license number, personal financial information, home cellular or personal telephone numbers; personal e-mail addresses; employee number or other confidential personal identification numbers.

- Based upon a recent Pennsylvania Supreme Court ruling (PSEA v Office of Open Records, 2016 Pa. LEXIS 2337) on October 18, 2016, Commonwealth citizens have a constitutional right to privacy regarding their home addresses. Therefore, the record has redacted home address information.

No additional 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 672