



## 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: 4/28/2020 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Name: Raquel J. Lilly Company (if applicable): \_\_\_\_\_

Mailing Address: 18 Windermere Ct.

City: York State: PA Zip: 17402 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 submit to me a copy of all 911 calls and complaints (via 911/311) made for this address / our residence: 10 Windermere Ct. York, PA 17402. Calls made from 12/2019 - 4/28/2020

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- 6976 Date Received: 4/29/2020 Response Due (5 bus. days): 5/12/2020

30-Day Ext.?  Yes  No (If Yes, Final Due Date: 6/5/2020) 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

### BOARD OF SUPERVISORS

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Assistant Secretary/Treasurer

Donald P. Bishop

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April 30, 2020

Ms. Raquel J. Lilly  
10 Windermere Court  
York, PA 17402

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

Dear Ms. Lilly,

Thank you for writing to Springettsbury Township with your request for “a copy of all 911 calls and complaints (via 911/311) made for this address/our residence: 10 Windermere Ct. York, PA 17402. Calls made from 12/2019-4/28/2020.”

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 by June 5, 2020.

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

Please note in advance of the final response, the Police Department will review files for incident reports from the time period provided at the address indicated, however the Township does not manage or maintain 911 call records/complaints. These records may be available from the York County Department of Emergency Services, 120 Davies Dr, York, PA 17402. The York County Department of Emergency Services manages the area’s 911 service.

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 676



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Assistant Secretary/Treasurer

Donald P. Bishop

Robert F. Cox

May 6, 2020

Ms. Raquel J. Lilly  
10 Windermere Court  
York, PA 17402

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

Dear Ms. Lilly,

Thank you for writing to Springettsbury Township with your request for “a copy of all 911 calls and complaints (via 911/311) made for this address/our residence: 10 Windermere Ct. York, PA 17402. Calls made from 12/2019-4/28/2020.”

The request is approved in part and denied in part. The requested incident reports 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 any home address information that was not listed in the original request.

The requested 911 call records/complaints do not exist within Springettsbury Township records. These records may be available from the York County Department of Emergency Services, 120 Davies Dr, York, PA 17402. The York County Department of Emergency Services manages the area's 911 service.

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 676