

Berwick township.



pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 11/30/11

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: Jenn Reynolds

STREET ADDRESS: 247 N. main Street

CITY/STATE/COUNTY (Required): Red Lion PA 17356 York

TELEPHONE (Optional): 717-417-6678 fax: 717-417-6320 email: mcgdenr@201.com

RECORDS REQUESTED: Inground Pool Permits obtained between 1/1/11 and 11/15/11
**Provide as much specific detail as possible so the agency can identify the information.*

I am requesting all inground pool permits obtained between 1/1/11 and 11/15/11. I need job customer name, job address, job cost and contractor name only.

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

Thank you

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

****Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)**

**BERWICK TOWNSHIP
ADAMS COUNTY
85 MUNICIPAL ROAD
HANOVER, PA 17331**
717-632-1829 (Phone) 717-632-2280 (Fax)
berwicktwp@embarqmail.com

COPY

Right-To-Know Response

November 30, 2011

Jenn Reynolds
247 N. Main Street
Red Lion, PA 17356

RE: In-Ground Pool Permits

Thank you for your fax to Berwick Township with your request for information pursuant to the Pennsylvania Right-To-Know law.

On November 30, 2011, you requested in-ground pool permits that were issued between 1/1/11 and 11/15/11 by Berwick Township. The fee for the copy of documents you requested is \$0.94 (2 sheets @ .25 each + postage @ .44). Your request is granted and will be mailed to you upon receipt of the fee of \$.94.

If you have any questions, please contact our office.

Respectfully,

Janny Graham
Township Secretary

RIGHT-TO-KNOW OFFICER NAME: Alan Carey
TITLE: Supervisor
BUSINESS ADDRESS: 85 Municipal Road, Hanover, PA 17331
BUSINESS TELEPHONE: 717-632-1829

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COPY

Right-To-Know Response

December 08, 2011

Jenn Reynolds
247 N. Main Street
Red Lion, PA 17356

RE: In-Ground Pool Permits

Thank you for your payment.

Copies are enclosed.

If you have any questions, please contact our office.

Respectfully,

Janny Graham
Township Secretary

RIGHT-TO-KNOW OFFICER NAME: Alan Carey
TITLE: Supervisor
BUSINESS ADDRESS: 85 Municipal Road, Hanover, PA 17331
BUSINESS TELEPHONE: 717-632-1829