



pennsylvania

OFFICE OF OPEN RECORDS

Right-To-Know Response Form

Gregg Township
106 School Street PO BOX 184
Spring Mills PA 16875
814-422-8218
secretary@greggtownship.org

August 16, 2018

Michelle Grove
PO BOX 253
Spring Mills PA 16875

Dear Requestor:

This letter acknowledges receipt of your request for access to public records under the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101 to 67.3104, as set forth in your Standard Right-to-Know Request Form dated August 14, 2018, requesting the following information:

- *2017-2018 Laptop receipts (purchase, sale, improvements, software)
- *January 29 - February 9, 2018 Internet Browser History on all computers

Your request for access is being reviewed, and an extension of time to respond is necessary due to the reason noted below: (1) the request for access potentially requires redaction of a record in accordance with Section 706, (2) a timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations, (3) a legal review is necessary to determine whether the record is a record subject to access, and (4) the extent or nature of the request precludes a response within the required time period.

I expect to respond to your request within thirty days from the date of this letter. If access is granted, the fees owed will be:

Copy fee: \$ 0.25 per page
Certification fee: \$ 0.00
Postage fee: Cost of postage
Other fees: As allowed

I will set forth the actual fees cost in the letter granting access, and said costs shall be paid at or prior to my release of the record.

Respectfully,

Jennifer Snyder

Jennifer Snyder, Secretary/Treasurer, CGA
Gregg Township, Centre County
Right to Know Officer