

September 11, 2018

David Gaines, Esq.
Miller, Kistler & Campbell
720 South Atherton Street
Suite 201
State College, PA 16801
dgaines@mkclaw.com

RE: *Grove v. Gregg Township*, OOR Dkt. AP 2018-1517

Dear Attorney Gaines:

This correspondence confirms Michelle Grove's agreement to allow the Office of Open Records ("OOR") an extension of time for issuance of the Final Determination in this matter until November 14, 2018.

Pursuant to Section V(E) of the OOR Procedural Guidelines, the OOR directs Gregg Township ("Township") to provide all records responsive Ms. Grove's ("Requester") August 15, 2018 Right-to-Know Law request for *in camera* inspection to the OOR no later than the close of business on **September 20, 2018**. The records submitted for *in camera* review should include the "Quoted text hidden" that was removed from the original records.

In addition to providing copies of all such records, the Township is required to provide the OOR with "an *in camera* inspection index by the date ordered referencing each record, and each item within each record, claimed to be an exempt record citing the applicable exemption(s)." See OOR Procedural Guidelines § V(E)(2)-(5). The Township must also provide a copy of this *in camera* inspection index to Ms. Grove. *Id.* Given the circumstances of this matter, simply providing an index of the two records withheld pursuant to the attorney-client privilege is sufficient.

Neither the records submitted for an *in camera* inspection, nor their contents, shall be disclosed to any unauthorized person, except as provided by court order or within Section V(E) of the OOR Procedural Guidelines. The OOR's Procedural Guidelines may be found on its website: <http://openrecords.state.pa.us>

Please contact me with any questions regarding the above. Thank you for your cooperation in this process.

Sincerely,

/s/ Jill S. Wolfe

Appeals Officer
Jill S. Wolfe, Esq.

cc via e-mail: Michelle Grove