



**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

October 31, 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 October 24, 2018, requesting the following information:

\*2017 All emails to/from [ogsrobin@gmail.com](mailto:ogsrobin@gmail.com), sent or received by the township. Search all email addresses used by the secretary and 2017 supervisors. Include all attachments.

\*All emails to/from OGS Advisory Board members with the keyword "minutes" including all attachments. Search all email addresses used by advisory board members from 2007-2017.

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,

A handwritten signature in cursive script that reads "Jennifer Snyder".

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