



# SPRING GARDEN TOWNSHIP

YORK COUNTY, PENNSYLVANIA

## OPEN RECORDS OFFICER

Eryn Arnold  
Spring Garden Township  
340 Tri Hill Road  
York, PA 17403

## ALTERNATE OPEN RECORDS OFFICER

Dawn Hansen  
Spring Garden Township  
340 Tri Hill Road  
York, PA 17403

Phone: (717) 848-2858  
Email: [general@sgtwp.org](mailto:general@sgtwp.org)

**Office Hours:** Monday through Thursday – 7:30 am to 4:00 pm  
Friday – 7:30 am to 1:00 pm

### Fee Schedule

Photocopy – single sided or one side of a double sided, black & white	\$0.25 per page
Certification of a record	Up to \$5.00 per record
Specialized Documents - (blueprints/color copies/non-standard sized documents)	Actual Cost
Facsimile/Microfiche/Other Media	Actual Cost
Redaction Fee	No Fee
Conversion to Paper	\$0.25 per page
Postage Fees	Actual Cost
Police Report	\$15.00
Prepayment: Prepayment will be required if the cost is expected to exceed \$100.	

## Right to Know Appeal

If the Open Records Officer denies a request for access to a record, whether in whole or in part, you have the right to appeal within 15 days. The response denying the request shall include the following:

- Description of the record requested.
- Specific reasons for denial, including a citation of supporting legal authority.
- Name, title, business address, business telephone number, and signature of the Open Records Officer on whose authority the denial is issued.
- Date of the response.
- Procedure for the requester to appeal a denial access.

You have the right to appeal a denial of information in writing to Agency Open Records Officer, Department of Community and Economic Development, Commonwealth Keystone Building, 400 North Street, 4<sup>th</sup> Floor, Harrisburg, PA 17120. If you have further questions, please contact Rebecca Nicklow.

Respectfully,

*Eryn Arnold*

Eryn Arnold, Right to Know Officer  
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340 Tri Hill Road, York, PA 17403  
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