



# pennsylvania

OFFICE OF OPEN RECORDS

## STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 08/12/15

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

REQUEST SUBMITTED TO (Agency name & address): Berwick Township Board of Supervisors,  
85 Municipal Road, Hanover, PA 17331

NAME OF REQUESTER: Bea Haskins

STREET ADDRESS: 58 Blue Heron Drive

CITY/STATE/COUNTY/ZIP(Required): Hanover, PA, Adams, 17331

TELEPHONE (Optional): 717-630-1867 EMAIL (optional): beahaskins@centurylink.net

RECORDS REQUESTED: *\*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

Written job description for the Berwick Township Office Manager. Please provide as a PDF.

DO YOU WANT COPIES?  YES  NO

DO YOU WANT TO INSPECT THE RECORDS?  YES  NO

DO YOU WANT CERTIFIED COPIES OF RECORDS?  YES  NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100?  YES  NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

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### FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS 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

85 Municipal Road  
Hanover, PA 17331

717-632-1829 (phone)  
717-632-2280 (fax)  
[office@berwicktp.org](mailto:office@berwicktp.org)

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August 19, 2015

Bea Haskins  
58 Blue Heron Drive  
Hanover, PA 17331

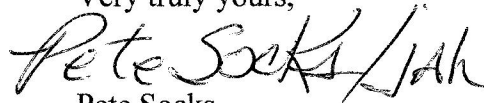
Dear Ms. Haskins:

Thank you for writing to Berwick Township with your request for information pursuant to the Pennsylvania Right-To-Know law. On August 12, 2015, you requested copies of a written job description for the Berwick Township Office Manager.

Currently, there is no written job description for the Berwick Township Office Manager, so therefore; no copies exist.

Should you have any questions, feel free to contact me.

Very truly yours,



Pete Socks,  
Right-To-Know Officer  
85 Municipal Road  
Hanover, PA 17331  
717-632-1829