

RIGHT TO KNOW ACT REQUEST
LAW: 65- & 66.1 et seq.

Ms. Abbey Swan
AORO Agency Open Records Officer
CALN Township
253 Municipal Drive
Thorndale, PA 19372

DELIVERED VIA EMAIL
aswan@calntownship.org

RECEIVED

FEB 06 2019

**CALN TWP
RTKO**

DATE REQUESTED:

NAME OF REQUESTOR:

Julienne Estelle

STREET ADDRESS:

22 Joseph Court

CITY/STATE/COUNTY:

Downington, PA – Chester County

TELEPHONE:

610-716-1269

RECORDS REQUESTED:

A copy of the 2018 Caln Township Audit together with all attachments, or support documentation.

DO YOU WANT COPIES? YES If there are any fees for searching or copying these records, please inform me if the cost will exceed \$50.00. .

DO YOU WANT TO INSPECT THE RECORDS? NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? NO

RIGHT TO KNOW OFFICER: *A Swan*

DATE RECEIVED BY THE AGENCY: *2/6/19*

AGENCY FIVCE (5) DAY RESPONSE DUE: *2/13/19*

The Pennsylvania Right to Know Law requires a response time within five business days. If access to the records I am requesting will take longer than this amount of time, please contact me to obtain my permission to extend the deadline and provide information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

From: Abbey Swan
Sent: Friday, February 08, 2019 3:35 PM
To: 'Julie Estelle'
Subject: RE: 02-2019Townshi[Audit R to K.docx
Attachments: Estelle 2018 Audit RTK 02062019.pdf; RTKRequestForm.pdf

Dear Ms. Estelle,
Thank you for writing to Caln Township with your request for information pursuant to the Pennsylvania Right to Know Law.

On February 6, 2019, as described on the attached form, you requested a copy of the 2018 Caln Township Audit and attachments. Since the audit will not be conducted until April 2019, I'm unable to fulfill your request at this time. If you'd like to resubmit your request in a couple of months, I'll be happy to send along the relevant documents.

Also, for future requests, please complete the official Right to Know request form (attached).

Please let me know if you have any questions.

Regards,

Abbey

-----Original Message-----

From: Julie Estelle [REDACTED]
Sent: Wednesday, February 06, 2019 4:30 PM
To: Abbey Swan <aswan@calntownship.org>
Subject: 02-2019Townshi[Audit R to K.docx

Hello Abbey,
Would you please complete the attached form and email back to me at [REDACTED]

Thank you for your time.
Sincerely,
Julie Estelle