Pennsylvania Right-to-Know Law (RTKL) Request

To: Open Records Officer, York County / York County Children, Youth & Families (CYF)

Re: RTKL Request – Non-Case-Specific Communications on Backlogs, Staffing, Deadlines, and Process Changes

Request: Pursuant to the Pennsylvania Right-to-Know Law ("RTKL"), I request access to records that identify or describe the records sought with sufficient specificity. See 65 P.S. § 67.703.

Legal citation: 65 P.S. § 67.703 (https://codes.findlaw.com/pa/title-65-ps-public-officers/pa-st-sect-65-67-703/).

Timeframe

April 1, 2025 through June 30, 2025

Records Requested (Non-Case-Specific Only)

Please provide copies of non-case-specific communications (including emails and attachments) created or received during the timeframe above by York County CYF leadership and/or administrative staff that discuss systemic operational issues. This request does not seek confidential child/family case information or privileged legal strategy.

Custodians / Mailboxes (search these roles to the extent they exist)

• CYF Administrator/Director (or acting administrator)

• Deputy/Assistant Administrator(s)

• Intake/Screener Supervisor(s)

• Program Managers/Supervisors overseeing investigations

• CYF Fiscal/Administrative Manager (if applicable)

• County Solicitor / CYF liaison (if CYF routes operational issues through solicitor's office)

Topic Filters / Search Terms (apply these keyword families)

• backlog OR back log OR overdue OR past due OR behind schedule

• staffing OR vacancy OR vacancies OR turnover OR resignation OR hiring OR recruitment

• caseload OR case load OR workload OR volume OR intake volume

• deadline OR timelines OR timeframes OR extension OR continuance OR delay

• jurisdiction OR county transfer OR referral to another county OR acceptance/denial of jurisdiction

• process change OR policy change OR procedure change OR SOP OR guidance OR training gap

• audit OR QA OR QI OR quality review OR corrective action

Required Data Elements (to narrow and avoid case info)

To reduce burden and avoid confidential case details, responsive communications may be limited to those that address the topics above at a program/system level, including messages that reference aggregate counts, staffing levels, workflow bottlenecks, policy/process updates, and timeline compliance issues.

Electronic Production / Export

Please produce responsive communications in their native electronic form where available (email .msg/.eml or PDF with attachments), including metadata such as sender, recipients, date/time, and subject. If the records are maintained in an electronic system, please provide them in the format maintained. See 65 P.S. § 67.705.

Legal citation: 65 P.S. § 67.705 (https://codes.findlaw.com/pa/title-65-ps-public-officers/pa-st-sect-65-67-705/).

Redactions and Denial Requirements

If nonpublic information is intermingled with public information, the agency may not deny access if it can be redacted. See 65 P.S. § 67.706.

Legal citation: 65 P.S. § 67.706 (https://codes.findlaw.com/pa/title-65-ps-public-officers/pa-st-sect-65-67-706/).

For any withholding/redaction, please provide the specific reasons with supporting legal authority as required by RTKL denial rules. See 65 P.S. § 67.903(2).

Legal citation: 65 P.S. § 67.903 (https://codes.findlaw.com/pa/title-65-ps-public-officers/pa-st-sect-65-67-903/).

Response Time / Interim Response

Response shall not exceed five business days from receipt by the open-records officer. See 65 P.S. § 67.901.

Legal citation: 65 P.S. § 67.901 (https://codes.findlaw.com/pa/title-65-ps-public-officers/pa-st-sect-65-67-901/).

If an extension is invoked, please comply with RTKL Section 902 requirements. See 65 P.S. § 67.902.

Legal citation: 65 P.S. § 67.902 (https://codes.findlaw.com/pa/title-65-ps-public-officers/pa-st-sect-65-67-902/).

Thank you,

[redacted]

R000097-022326 - Right to Know Request

Message History (4)

On 4/1/2026 8:40:46 PM, York County PA Open Records Office wrote:

Subject: [Right-to-Know Records Center] R000097-022326 :: [REQUEST TYPE]:: R000097-022326
Body:

RE: Reference # R000097-022326, Right to Know Request of February 23, 2026.

[redacted],

The County of York received a Right to Know Request from you on February 23, 2026. You requested the following information:

"Please see the attached request."

Please be advised that the County performed a search of all administrators, managers, supervisors and CYS attorneys, totaling 22 mailboxes, using the seven groups of search terms provided in your request and did not find any records.

Therefore, there are no documents that are responsive to your request in the County's possession or under its custody or control. Moore vs. Office of Open Records, 992 A.2d 997, 909 (Pa. Cmwlth. Ct. 2010). Pursuant to the Office of Open Records' final Decision in Jenkins vs. Pa. Dep't of State, OOR Dkt. AP 2009-065, it should be noted that: "It is not a denial of access when an agency does not possess records and [there is no] legal obligation to obtain them (see e.g. 65 P.S. §67.506(d)(1))."

You have the right to appeal any denial in writing to Office of Open Records, 555 Walnut Street, Suite 605, Harrisburg, PA 17101-2234. Your appeal must be filed with the Office of Open Records within fifteen (15) business days of the date of this response.

Sincerely,

Jonelle Eshbach
Solicitor
Solicitor's Office

On 2/24/2026 7:35:53 PM, York County PA Open Records Office wrote:

Subject: [Right-to-Know Records Center] Right to Know Request :: R000097-022326
Body:

YORK COUNTY
PENNSYLVANIA

RE: Right to Know Request Reference # R000097-022326 created on February 23, 2026,

[redacted],

The County of York Open Records Office received a public records request from you on February 23, 2026. You requested the following:

"Please see the attached request."

Please be advised that the County of York is invoking its right to an additional thirty (30) days to respond to your Open Record Request as the extent or nature of your request precludes a response within the required five-day time period.

Thank you for your patience in awaiting this information.

Sincerely,

NO STAFF ASSIGNED

Solicitor's Office

To view the full details of this request please log into the Right-to-Know Records Center

On 2/23/2026 3:35:20 PM, York County PA Open Records Office wrote:

[redacted]:

Thank you for your request to the York County Open Records Office. Your request has been received and is being processed in accordance with the Right-to-Know Law. Your request was received in this office on 2/23/2026 and given the reference number R000097-022326 for tracking purposes.

Records Requested: Please see the attached request.

Your request will be forwarded to the relevant department(s) to locate the information you seek and to determine the volume and any costs associated with satisfying your request.

You will be provided with any responsive documents after we complete our search.

PLEASE NOTE: The Right to Know Law does not require a governmental body to create new information, to do legal research, or to answer questions.

You can monitor the progress of your request at the link below and you'll receive an email when your request has been completed. Again, thank you for using the Right-to-Know Records Center.

To monitor the progress or update this request please log into the Right-to-Know Records Center



On 2/23/2026 3:35:19 PM, [redacted] wrote:

Request Created on Public Portal