RTKL Request – Organizational Chart for York County Children, Youth & Families

Pursuant to Pennsylvania's Right-to-Know Law ("RTKL"), 65 P.S. §§ 67.101–67.3104, I hereby request access to the following records:

Requested Records

1. The most current internal organizational chart(s) for the York County Office of Children, Youth & Families, showing all divisions, units, sections, and positions, including reporting relationships.

2. Any prior organizational chart(s) in effect from January 1, 2024 to the present, including superseded versions or formally issued internal charts.

3. Any legend, key, or explanatory document that explains abbreviations, position codes, or reporting lines used in the charts.

This request covers any record functioning as an organizational chart, including diagrams, tables, spreadsheets, or any document that depicts agency structure.

Names and Position Information

I request that charts include position titles and names of employees to the extent maintained. If redaction is required, please produce redacted versions rather than withholding the record.

Format Requested

Under Section 701(b) of the RTKL, I request responsive records in electronic form. This request does not require the County to create new records. See 65 P.S. § 67.705.

Public Nature of Organizational Charts

Under Section 305(a), records of local agencies are presumed public. Exemptions are narrowly construed. Courts have affirmed that organizational charts are appropriate for public disclosure.

Employee Names and Titles

Section 708(b)(6)(ii) clarifies that employee names, positions, salary, and related information are public, subject only to the narrow undercover personnel exception.

Specificity of Request

This request is a discrete, well-defined category of records and satisfies the specificity requirements of Section 703.

Redaction Requirements

If any portion is exempt, please comply with Section 706 by redacting only exempt material and producing the remainder. The agency bears the burden of proving any exemption under Section 708(a)(1).

Contractors Performing Governmental Functions

If any section of the organizational chart includes contractors performing governmental functions, records related to them are public under Section 506(d) if in the County's possession.

Processing and Clarification

If clarification is needed, please contact me. Otherwise, please process this request within the statutory timeframe contained in Section 901.