Pennsylvania Right-to-Know Law (RTKL) Request

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

Re: RTKL Request – Intake/Screening & Jurisdiction Determination Logs (Apr–May 2025)

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 May 31, 2025

Records Requested (De-identified; No Case Narratives)

Please provide the intake/screening log(s), intake tracking report(s), and/or export(s) from the system CYF uses that reflect each intake/referral screened during the timeframe above, with all confidential identifying information redacted.

Requested Fields (to the extent they exist in the system)

1. Unique intake/referral identifier (if the true identifier is confidential, provide a substituted unique number that preserves row-level tracking).

2. Date received (and time received if maintained).

3. Referral source category (e.g., mandated reporter category / medical / school / law enforcement / other; no names).

4. Intake type/category as tracked (e.g., CPS/GPS/other codes; no narrative).

5. Screening disposition (screened in / screened out / referred/forwarded to another county / duplicate / information-only / other disposition code used).

6. Jurisdiction/assignment fields, including: county listed for residence (county only); county listed for occurrence/incident (county only); county assigned to handle (county only); and date jurisdiction determination made (if tracked).

7. Transfer/referral-out tracking (if transferred or referred to another county: date sent/forwarded; date accepted/acknowledged if tracked; York close date if tracked).

8. Assigned unit and assigned role/title (e.g., screener, intake supervisor, intake worker). If individual employee names are asserted exempt, role/title is sufficient.

9. Screening close date (or disposition date) if maintained.

Database Export (Preferred)

If the responsive data exists in a database or case management system, please provide an export of the responsive fields as maintained (CSV/XLSX preferred), rather than screenshots or printouts. This request does not ask the agency to create a record that does not exist; it seeks production of existing data/records in the format maintained, subject to lawful redaction. 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

I do not request names of children, parents, addresses, medical details, allegations narratives, or other confidential case details. The RTKL provides that an agency may not deny access to a record if nonpublic information 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/).

If any portion is withheld or redacted, please provide the specific reasons and citation of supporting legal authority, as required for denials (including denials by redaction). See 65 P.S. § 67.903(2) and § 67.706.

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

The agency’s response time 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 additional time is needed, please issue a lawful interim/extension response consistent with RTKL Section 902. 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/).

Production Format

Please provide records electronically (CSV/XLSX preferred; PDF acceptable).

Thank you,

[redacted]

R000094-022326 - Right to Know Request

Message History (4)

On 3/18/2026 8:13:34 PM, York County PA Open Records Office wrote:

Subject: [Right-to-Know Records Center] R000094-022326 :: [REQUEST TYPE]:: R000094-022326
Body:

RE: Reference # R000094-022326, 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."

Based upon the information in your request, the County has performed a search and has identified documents responsive to your request. Please log in to Right-to-Know Records Center at the following link to retrieve the appropriate responsive documents.

Right to Know Request - R000094-022326

You have the right to appeal the denial of any information, if applicable, 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 7:39:38 PM, York County PA Open Records Office wrote:

Subject: [Right-to-Know Records Center] Right to Know Request :: R000094-022326
Body:

YORK COUNTY
PENNSYLVANIA

RE: Right to Know Request Reference # R000094-022326 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

Powered by GovQA

On 2/23/2026 3:06:52 PM, York County PA Open Records Office wrote:

YORK COUNTY PENNSYLVANIA

[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 R000094-022326 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 3:06:50 PM, [redacted] wrote:

Request Created on Public Portal