RTKL Request – Organizational Chart Versions in Effect Around July 27, 2025
York County Office of 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 organizational chart(s) for the York County Office of Children, Youth & Families that were in effect on July 27, 2025 (the "July 27, 2025 Org Chart").
2. The most recent organizational chart version that was issued or in effect immediately prior to July 27, 2025 (the "Pre–July 27 Version"), including the chart's effective date or the date issued/posted/distributed, to the extent that information is maintained.
3. The first organizational chart version that was issued or in effect immediately after July 27, 2025 (the "Post–July 27 Version"), including the chart's effective date or the date issued/posted/distributed, to the extent that information is maintained.
4. Any legend, key, or explanatory document that explains abbreviations, position codes, unit/section names, or reporting lines used in the responsive chart(s).
5. If the County does not maintain an org-chart 'snapshot' specifically keyed to a date, please produce records sufficient to show the organizational structure in effect on July 27, 2025, such as a staffing roster/position-control report, supervisory assignment list, or reorganization notice(s) maintained in the ordinary course of business.
6. Records, if maintained, identifying the effective date, version date, or other versioning information for the responsive chart(s) (e.g., footer revision dates, file properties/version history, or distribution/transmittal records).

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

Names and Position Information

I request that responsive chart(s) include position titles and employee names 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 (PDF or native format where available). 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. Organizational charts and records depicting agency structure 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 seeks a discrete, well-defined category of records and satisfies the specificity requirements of Section 703.

Redaction Requirements

If any portion of a responsive record is exempt, please comply with Section 706 by redacting only the 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 portion 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.

R000483-121825 - Right to Know Request

Message History (4)

On 1/13/2026 7:43:00 PM, York County PA Open Records Office wrote:

Subject: [Right-to-Know Records Center] R000483-121825 :: [REQUEST TYPE]:: R000483-121825
Body:

RE: Reference # R000483-121825, Right to Know Request of December 18, 2025

[redacted],

The County of York received a Right to Know Request from you on December 18, 2025. You requested the following information:

"Please see the attached document for 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 - R000483-121825

A copy of the organizational chart for July 2025 is being provided. Please note there are no other versions of the chart available other than the current one that was previously provided to you.

With regard to a key or legend for the abbreviations used in the chart, the County performed a search and did not find and records. Therefore, there are no documents that are responsive to this portion of 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 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 12/23/2025 3:34:13 PM, York County PA Open Records Office wrote:

Subject: [Right-to-Know Records Center] Right to Know Request :: R000483-121825
Body:

YORK COUNTY
PENNSYLVANIA

RE: Right to Know Request Reference # R000483-121825 created on December 18, 2025,

[redacted],

The County of York Open Records Office received a public records request from you on December 18, 2025. You requested the following:

"Please see the attached document for 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,

Jonelle Eshbach

Solicitor

Solicitor's Office

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

On 12/18/2025 2:52:54 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 12/18/2025 and given the reference number R000483-121825 for tracking purposes.

Records Requested: Please see the attached document for 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

Powered by GovQA

On 12/18/2025 2:52:51 PM, [redacted] wrote:

Request Created on Public Portal