Pennsylvania Right-to-Know Law (RTKL) Request

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

Re: RTKL Request – Timeline Compliance Metrics & Extension/Delay Logs (Apr–Jun 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 June 30, 2025

Records Requested (System-level; De-identified)

Please provide records sufficient to show timeliness/compliance tracking and extension/delay documentation maintained by CYF for the timeframe above. This request seeks system-level records and does not request confidential child/family identities or case narratives.

A) Extension / Delay Log(s) (Row-level, De-identified)

Any log(s), report(s), dashboard(s), or system export(s) that track extensions or delays for required steps/milestones for April 1, 2025 through June 30, 2025, including the following fields to the extent they exist:

1. Unique case/investigation identifier (if confidential, substitute a unique number that preserves row-level tracking).

2. Milestone/step extended or delayed (using CYF's own coded fields/categories).

3. Date extension/delay initiated.

4. Date approved/authorized.

5. Approving role/title (if names are asserted exempt, role/title is sufficient).

6. Reason category/coded reason (no narratives).

7. New due date / revised deadline (if tracked).

8. Date ultimately completed/closed (if tracked).

B) Timeliness / KPI Reports (Aggregate, Monthly) – April, May, June 2025

Any monthly (or weekly) compliance/KPI outputs for April 2025, May 2025, and June 2025 that CYF maintains, such as:

1. Counts opened/closed.

2. Average/median days to first required action/contact (if tracked).

3. Average/median days to determination/closure (if tracked).

4. Counts overdue at month-end (if tracked).

5. Any exception reports listing overdue milestones (de-identified).

C) Policies/Procedures in Effect (April–June 2025)

Policies, SOPs, guidance memos, checklists, or manuals in effect during the requested period that govern: when extensions may be taken; who must approve them; and what must be documented/retained.

Database Export (Preferred)

If the responsive records exist 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. 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, 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/).

Production Format

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

Thank you,



R000095-022326 - Right to Know Request

Message History (4)

On 3/18/2026 8:20:47 PM, York County PA Open Records Office wrote:

Subject: [Right-to-Know Records Center] R000095-022326 :: [REQUEST TYPE]:: R000095-022326
Body:

RE: Reference # R000095-022326, 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 on the information provided in your request, the County performed a reasonable search 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))."

Please be advised that York County Children Youth and Families (YCCYF) does not have a record that provides the requested information. Information regarding extensions is tracked through the Pennsylvania Department of Human Services and can be obtained by submitting a request to that agency.

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 7:38:30 PM, York County PA Open Records Office wrote:

Subject: [Right-to-Know Records Center] Right to Know Request :: R000095-022326
Body:

RE: Right to Know Request Reference # R000095-022326 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,

Jonelle Eshbach

Solicitor

Solicitor's Office

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

On 2/23/2026 3:07:46 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 R000095-022326 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 3:07:45 PM, [redacted] wrote:

Request Created on Public Portal