

SEARCHING HIGHWAY PLANS

Before to 1944 - Unable to find, not listed in any index
Possibly in Road Dockets at Pothonatory

1944-1975 Grantor Book - (P)

Search under:
Pennsylvania Commonwealth Department of Highways
And
Pennsylvania Commonwealth Department of Transportation
Page 1830

Then LR or SR and section/
segment

1976-1980 Grantor Book - (P)

Search under:
Pennsylvania Commonwealth Department of Highways
And
Pennsylvania Commonwealth Department of Transportation
Section (P) page 7

1980-Current day

Search on the Computer
Go to document type (Instrument Type)
Type In CORW - Condemnation of Right of Way
Type in the township and /or Borough to narrow your search

Also try typing in under NAME: Penn. Comm. Dept. of Hwys or Pa. Comm. Dept. Trans.

- *You need to know the SR or LR route
- *PennDot may only bring in 3 of 16 pages to us for recording.

possibly due to area completed
different time frames possible

Grantor Book references microfiche card

Plans can be printed via Lanex or Xerox plotter.

OVER:

RESEARCHING & MAKING COPIES ON THE PUBLIC COMPUTERS:

- 1. TYPE LAST NAME FIRST (OR COMPANY NAME)**
- 2. HIT TAB KEY**
- 3. TYPE FIRST NAME**
- 4. F12**
- 5. USE ARROWS KEYS TO FIND NAME YOU ARE
SEARCHING**
- 6. HIGHLIGHT NAME WITH SPACE BAR**
- 7. F12**
- 8. F12**
- 9. USE ARROW KEYS TO SCROLL TO FIND CORRECT
DOCUMENT**
- 10. USE SPACE BAR TO HIGHLIGHT DOCUMENT**
- 11. F12**
- 12. USE PAGE DOWN TO LOOK AT ADDITIONAL PAGES & PAGE
UP TO GO BACK TO THE BEGINNING OF DOCUMENT**
- 13. F4 TO RETURN TO LIST OF DOCUMENTS**
- 14. HIT F4 TWICE TO RETURN TO MAIN SCREEN**

PRINTING:

- 1. F8 (IMAGE PRINT OPTIONS BOX APPEARS)**
- 2. SELECT PRINT OPTION (USE ARROW KEYS TO MAKE YOUR
SELECTION OF CURRENT PAGE, ALL PAGES, SPECIFY PAGES,
ETC.)**
- 3. CLICK ON PRINT**
- 4. CLICK ON O.K.**
- 5. F4**
- 6. F4**
- 7. F4 (EXISTING JOB BOX WILL BE IN TOP RIGHT CORNER)**
- 8. F3**
- 9. F12**
- 10. PUT CARD OR MONEY IN MACHINE**
- 11. F12 (SHOULD BE BACK AT MAIN SCREEN)**

FILING HIGHWAY PLANS:

1. FILE UNDER CONDEMNATION OF R/W
2. # OF PAGES (HE WILL TELL YOU HOW MANY)
3. # OF NAMES
4. NO PARCEL #
5. F8 TO TYPE IN TOWNSHIP OR BOROUGH
6. GRANTOR & GRANTEE PUT.183 SPACE SR-1ST #-2ND
#SPACE R/W (NUMBERS ARE ON ENVELOPE THAT HE GIVES YOU) (EXAMPLE: PA COMM DEPARTMENT OF TRANSPORTATION (.183) SR-4009-003 R/W)
7. PUT COVER SHEET WITH ENVELOPE (WITH CARDS INSIDE) & MAKE AN EXTRA COVER SHEET FOR HIM

File PLAN

**DRAWINGS DEPICTING RIGHT-OF-WAY
TO BE DEEDED TO THE
COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION
UNDER HOP APPLICATION NO. 115471
BY "THE CHILDREN OF LEO AND MARJORIE
RUTTER PARTNERSHIP, LP" FOR
STATE ROUTE 2003, SECTION 014 R/W
IN YORK COUNTY**

Instrument Number - 2008025859

Book - 1961 Starting Page - 2733

Recorded On 4/28/2008 At 2:48:47 PM

* Total Pages - 5

* Instrument Type - CONDEMNATION OF RIGHT OF WAY

Invoice Number - 763661

* Grantor - PA COMM DEPARTMENT OF TRANSPORTATION SR-2003-014 R/W

* Grantee - PA COMM DEPARTMENT OF TRANSPORTATION SR-2003-014 R/W

User - LLB

* Received By: COUNTER

* Customer - DEPARTMENT OF TRANSPORTATION

*File
see
next*

*** FEES**

STATE WRIT TAX	\$0.50
RECORDING FEES	\$18.50
PIN NUMBER FEES	\$2.00
COUNTY ARCHIVES FEE	\$2.00
ROD ARCHIVES FEE	\$3.00
TOTAL PAID	\$26.00

PARCEL IDENTIFICATION NUMBER

N/A-SPRINGETTSBURY TOWNSHIP

Total Parcels: 1



POLICY NUMBER: GI – 15.0

EFFECTIVE DATE: January 1, 2006

SUBJECT: Access to Sensitive Records

PREPARED BY: Policy Committee

APPROVED BY COMMISSIONERS: December 14, 2005

This policy applies to all departments and employees except if superseded by bargaining unit agreement or court-appointed policy.

I. PURPOSE

The purpose of the policy is to clarify public access to records that are sensitive in nature due to public safety concerns.

II. POLICY

It is the policy of the County of York to promote reasonable public access to records while at the same time restricting access to those records which are sensitive in nature.

III. DEFINITIONS

- A. **RTK** - The Act of June 21, 1957 (P.L. 390, No. 212), commonly referred to as the "Right-to-Know," as amended, 65 P.S. §§66.1-66.9.
- B. **Business Day** - Any day other than a Saturday or Sunday, except those days when the offices of the agency are closed for all or part of a day:
 - 1. Due to a County holiday;
 - 2. Due to natural or other disaster; or
 - 3. Due to the request or direction of local, state or federal law enforcement agencies or officials.
- C. **RTK Officer** - The RTK officer for the County of York is the Administrator/Chief Clerk or his designee.
- D. **RTK Request** - A written request submitted to the RTK Officer asking for access to a record.
- E. **Sensitive Information** - Information that, if released, might reasonably impair the security of an individual or a group of individuals, including any interest of such persons in their persons, property and reputations, if such information were to come into the possession of persons engaged in the commission of criminal acts, terroristic acts, or acts of war, or persons engaged in planning such acts. Examples of "sensitive information" include but are not limited to, blueprints and plans for large public and private buildings; plans for highway and railroad bridges; plans for emergency response and evacuation, including counter terrorism protocols

Unrecorded Plans

Unrecorded plans are located on the Assessment Computers.

Go to IQS Icon

Select Volume: Pick your Township/Borough

Find Name: **Search by Name** - Type in the last name of the person or the Company
Click on Search

This should bring up a hand written index.

If your name is there, you need to have the File number at the top of the page, and the file number along the side of the person's name or Company's name, to continue.

Go to Document

First block type in the file number. ^{Go to file} No dashes. (From top of prior index page)

Second block is for the file number ^{file #} along the left side of the name.
Click on search.

Should bring up your map.

You can now print, zoom in/out, pan, view height to fit, width to fit. Zoom in on sections. Etc.

Currently Bonnie has indexed Carroll Township to Shrewsbury Township, and these have been scanned into the computer systems.

POLICY MANUAL
Access to Sensitive Records

Policy Number: GI – 15.0

and other documents involving public health and safety; names, addresses and other information that disclose the identify of law enforcement or corrections officers and officials and their families; and information that would disclose the whereabouts of abused spouses and children.

IV. PROCEDURES

- A. No County of York employee shall release records or documents that fall under the definition of sensitive information as described in Section III E without first requiring the requestor to follow the procedures dictated by the County of York Policy GI – 6.0, Right-to-Know Act.
- B. The County of York employee receiving the RTK request for sensitive information shall immediately notify the County of York Solicitor and RTK Officer of the following:
 - 1. Date of request.
 - 2. Name and address of requestor.
 - 3. Nature of documents are/or records requested.
 - 4. Stated rationale for the need of requested records or documents.
- C. The Solicitor, the RTK officer, and the Elected Official, Executive Director, Director or designee of the department receiving the RTK request shall coordinate a response to the RTK request within five (5) business days of the RTK request.

<p>RELATED COUNTY POLICIES: Right-to-Know Public Access to Archives Documents</p> <p>RELATED FORMS: None</p> <p>ORIGINAL DATE ESTABLISHED: December 2005</p> <p>REVISION DATES: None</p>
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