



#24.2023
Received 07.17.2023

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Borough of Bath (Attn: AORO)

Date of Request: July 16, 2023

Submitted via: Email

PERSON MAKING REQUEST:

Name: Michael Long

Company (if applicable):

Mailing Address: [REDACTED]

Email:

City: Bath

State: PA

Zip: 18014

Telephone: [REDACTED]

Fax:

How do you prefer to be contacted if the agency has questions? Email

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL request should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

NARRATIVE
Michael Long

[REDACTED]
Bath, PA 18014

[REDACTED]
7/16/2023

Bath Borough
Attn: Open Records Officer
121 S Walnut St
Bath, PA 18014

Subject: Follow-Up Right to Know Request

Dear Open Records Officer,

I am writing to file a follow-up Right to Know request under Pennsylvania's Right to Know Law, 65 P.S. §§ 67.101 et seq.

Previously, I was granted access to Drivelocker invoices under appeal. Upon review of the documents provided, I noticed substantial gaps in the records received. These are as follows:

1. A gap between an invoice dated 7/16/2018 and the next one dated 5/13/2020.
2. Absence of an invoice for the month of July 2020.
3. A gap between an invoice dated 8/4/2020 and the next one dated 7/1/2021.
4. The last invoice provided was dated 8/15/2022, and given the current date of 9/14/2023, this presents a substantial gap in the records.

I hereby request access to all Drivelocker invoices that fall within these gaps. If any particular invoice or record from these periods cannot be located, I request a detailed explanation of the methods used to search for the record, the steps taken during the search, and the reasons why the record could not be found.

Additionally, should any record prove to be unlocatable, I request, in accordance with the RTK law, that the Borough reach out to the issuer of the invoices, in this case, Drivelocker, to obtain the missing records and fulfill my request.

As previously determined by the state, these invoices do not qualify for redactions. Should any part of my request be denied, I ask that you justify all deletions or denials by reference to specific exemptions of the act.

If my request is seen as confusing or you are unable to determine what exactly I am requesting please don't hesitate to reach out for clarification. As the previous records were located quickly and as you've since had your records efficiently organized I would like a detailed explanation as to why any extension beyond the 5 days is required. Lastly, I would ask that these records be provided to me in electronic form by email, if this is not possible an explanation as to why is also requested, as such is viable under the RTK law. I look forward to your response within five business days, as the statute requires.

Thank you for your time and attention to this matter.

Sincerely,

Michael Long

DO YOU WANT COPIES? Yes, electronic copies preferred if available.

Do you want certified copies? Yes (may be subject to additional costs).

RTKL Requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than \$100? Yes

Please notify me if fees associated with this request will be more than (. .)? Please specify for the Agency \$20

ITEMS BELOW THIS SECTION FOR AGENCY USE ONLY

Tracking:

30-Day Extension Required?:

Request was?:

Date Received:

If Yes, Final Due Date:

Response Due (5 Bus. Days):

Actual Response Date:

Cost to Requestor:

Appropriate third parties notified and given an opportunity to object to the release of requested records?

NOTE: In most cases, a completed RTKL request form is public record.

More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Nov. 27, 2018