



pennsylvania
OFFICE OF OPEN RECORDS

#21.2022

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 RTK officer Bradford Flynn (Attn: AORO)

Date of Request: November 16, 2022

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

I would like to request any post and it's comments made between 11-14-2022 till 11-15-2022 on the official Borough of Bath Facebook Page. Deleted or otherwise.

I would also like a copy of the Borough of Bath activity log for 11-14-2022 - 11-15-2022.

I would like a copy of the Boroughs Social Media Policy which was discussed as being written up in the minutes of December 2018 Borough Council Meeting.

Lastly I would request any messenger conversation by the Borough of Bath or the Mayors messenger account specifically with an Admin of a Facebook group with the words "Bath Happenings" found in the titled between the dates of 11/1/2022 - 11/14/2022.

I prefer this information in digital certified copy sent to my email. Screen shots of the activity log as well as the messenger conversations are acceptable.

As for the mayors messenger please reference Purdy v. Chambersburg Borough 65 P.S 67.102 &(OOR Dkt. No. 2017-1229) & (OOR Dkt. No. AP 2020-1280). Hopefully this will help in saving us time.

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

ITEMS BELOW THIS SECTION FOR AGENCY USE ONLY

Tracking:

Date Received:

Response Due (5 Bus. Days):

30-Day Extension Required?:

If Yes, Final Due Date:

Actual Response Date:

Request was?:

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