



# 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: March 30, 2023

Submitted via: Email

**PERSON MAKING REQUEST:**

Name: Michael Long

Company (if applicable):

Mailing Address: [REDACTED]

Email: [REDACTED]

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**

Subject: Right to Know Request – QuickBooks User Activity and Allocation of Mayor's Insurance Premium Payments (Dec 2018 - Dec 2022)

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting information on user activity within the Borough of [Borough Name]'s QuickBooks accounting system related to the allocation of funds and recordings of transactions for the mayor's insurance premium payments from December 2018 to December 2022. Please provide the following information:

1. Names of users responsible for recording transactions and allocating funds to specific accounts for the mayor's insurance premium payments.
2. Timestamps of the allocation or recording activities related to the mayor's insurance premium payments.
3. Changes made to accounts, including which accounts were affected and the amounts involved for the mayor's insurance premium payments.

Additionally, please provide information on the destination of these funds after being deposited, such as:

1. Account names and numbers (redacted as necessary) where the funds were deposited or transferred to. \*
2. The purpose or use of the funds after being deposited.

If possible, please also provide a copy of the Audit Trail Report from QuickBooks for the specified time period, as it should contain this information.

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

Do you want certified copies? No

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 \$1.00**

**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



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**NARRATIVE**

Subject: Right to Know Request – Credit Card Points Redemption Details (Dec 2020 - Jan 2021, Oct 2021 - Nov 2021)

Pursuant to the Pennsylvania Right-to-Know Law, I am requesting information regarding the redemption of credit card points from the First National Bank of Omaha credit card used by the Borough of Bath for most purchases between 2020 and November 2021.

Specifically, I am seeking information on the redemption of 50,100 points between December 2020 and January 2021, and an additional 65,909 points between October 2021 and November 2021. As it does not appear that these points were used as a credit towards the credit card bill, I would like to request the following information:

1. Details on how and where the redeemed points were used, such as merchandise, gift cards, travel, cash back, or other rewards.
2. The name(s) of the individual(s) who authorized or initiated the redemption of these points.
3. Any documentation or records related to the redemption and use of these points, including any records of an ACH deposit.

If an ACH deposit was used, please provide the name on the account to which the deposit was sent.

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NARRATIVE

Communications Mentioning Mike Long or Michael Long

Pursuant to the Pennsylvania Right-To-Know Law, I am requesting any and all email communications sent or received by any elected official, employee, or vendor of the Borough of Bath that include the name "Mike Long" or "Michael Long." Please include communications from the following time periods:

- 1. September 26, 2022, to March 26, 2023
- 2. October 20, 2021, to October 22, 2021

Please include any emails related to the following topics:

- 1. Right-to-know requests
- 2. Dissertations
- 3. Elections
- 4. Facebook
- 5. Videos
- 6. Social media posts
- 7. Policy

If there are any fees associated with processing this request, please inform me in advance. If there is any reason to believe the records I have requested are exempt from disclosure, please provide a detailed explanation and cite the specific exemption under the law.

If possible, I would prefer the records in electronic format. Should you need any clarification or additional information, please do not hesitate to contact me

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