



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: February 4, 2025

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? Telephone

true By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

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

Re: Request Under the Pennsylvania Right-to-Know Law (65 P.S. §§ 67.901 et seq.) for Official Digital Check Images and Corresponding Invoices for Payments to Keystone Consulting Engineers, Inc. Covering January 1, 2019 – December 31, 2020

Dear Open Records Officer:

Pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.901 et seq., I hereby request that you produce and furnish, without alteration or redaction, the following records in digital format identical to the records provided via the ESSA Bank online banking portal (i.e., in their native electronic form with all embedded metadata intact):

2019 Transactions:

Check Number	Cleared Date
	--- ---
16656	01/16/2019
16693	02/11/2019
16732	03/15/2019
16771	04/18/2019
16785	04/18/2019
16786	04/18/2019
16810	06/06/2019
16818	06/06/2019
16861	06/13/2019
16914	07/24/2019
16934	08/20/2019
16965	09/18/2019
17002	10/18/2019
17040	11/13/2019
17068	11/29/2019

2020 Transactions:

Check Number	Cleared Date
	--- ---
17073	01/03/2020
17149	01/23/2020
17173	02/20/2020
17202	03/09/2020
17214	06/05/2020
17240	04/29/2020
17276	06/05/2020
17316	07/21/2020
17324	06/29/2020
17364	08/19/2020
17400	09/23/2020
17438	11/05/2020
17454	11/19/2020
17506	12/24/2020

Corresponding Invoices: I also request all invoices corresponding to the above cleared checks.

To ensure the integrity and authenticity of the check images, I require that the digital files be provided as exact duplicates of the versions available via the ESSA Bank online banking portal. The files must be delivered in their native electronic format (i.e., the format in which they are stored electronically, and not as printed copies) so that all embedded metadata (including creation timestamps, digital signatures, and file properties) is preserved.

Furthermore, if any invoice or portion thereof cannot be located within your records, please be advised

that under the Pennsylvania Right-to-Know Law you are obligated to contact the respective vendor to obtain copies of such records and include them in your response.

If any portion of the requested records is withheld or redacted, please provide a detailed written explanation identifying each specific statutory exemption (including references to the applicable section(s) of 65 P.S. § 67.708) upon which you rely.

I prefer to receive the records electronically

Thank you for your prompt attention to this matter.

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

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment for prepayment of fees. View the Official RTKL Fee Schedule for more details: [OOR - Official RTKL Fee Schedule](#)

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