



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 27, 2025

Submitted via: Email

PERSON MAKING REQUEST:

Name: Michael Long

Company (if applicable):

Mailing Address: [REDACTED]

Email:

City: Bath

State: PA

Zip: 18014

[REDACTED]

Telephone: [REDACTED]

Fax:

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

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

Subject: Request for Video Surveillance Footage – 400 N Chestnut Street

Dear Open Records Officer,

Pursuant to the Pennsylvania Right-to-Know Law (65 P.S. §§ 67.101 et seq.), I am requesting access to the following public records:

Record Requested:

A copy of any and all video and audio surveillance footage captured by the Borough’s camera(s) at or near 400 N Chestnut Street on March 27, 2025, between the hours of 1:00 PM and 1:30 PM

This request is based on the following facts:

- The Borough has permanent signage posted at the location explicitly informing the public that video and audio surveillance is in use.
- The Borough has previously published still image captures from these cameras on official Borough social media accounts in connection with reported incidents at this site (e.g., theft/vandalism), confirming the functionality and usage of the system.
- The system is clearly intended for public monitoring and security, and therefore footage is presumed to be a public record unless exempt under specific provisions.

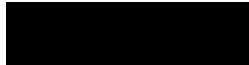
Please provide the video footage in a digital format (e.g., MP4 or AVI).

If this request is denied in whole or in part, I request a written explanation citing the specific legal basis for the denial, along with instructions for filing an appeal.

Thank you for your time and prompt attention to this matter.

Sincerely,

Michael Long



Bath, PA 18014

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

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

