



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: August 10, 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? 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: Right-to-Know Law Request

Pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101 et seq., I request the following records:

1. All records reflecting authorization, approval, or initiation of any amendment, modification, or adjustment to the 2019 budgeted or estimated figures for the Mayor’s Fund, including but not limited to increases in Available Assets & Revenues or Expenditures & Transfers, as later reflected in the 2020 Manager’s/Preliminary Budget.
2. All meeting minutes, agendas, resolutions, or ordinances from January 1, 2019 through December 31, 2019 that record council action or approval of any change to the 2019 Mayor’s

Fund line items.

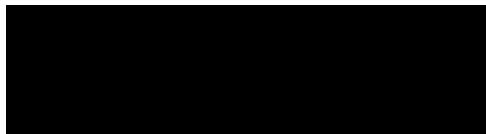
3. All correspondence, memoranda, internal communications, and/or text messages (including SMS, MMS, and encrypted messaging platforms) amongst and/or any combination of the Borough Manager, Mayor, Council Members, Treasurer, or any borough staff relating to changes in the 2019 Mayor's Fund budgeted or estimated figures.
4. Any financial worksheets, accounting entries, or budget revision documents used to prepare or support the 2019 Mayor's Fund figures appearing in the 2020 Manager's/Preliminary Budget.
5. Any and all accounting software reports, exports, or audit trails (including QuickBooks audit trails) that record changes to the 2019 Mayor's Fund line items, showing the date and time of the change, the prior value, the new value, and the username or account making the change.

This request seeks all responsive records in electronic format where available. If any portion of a record is exempt from disclosure, please redact only the exempt portions and provide the remainder.

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 \$1.00

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