



Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: _____ (Attn: AORO)

Date Request Submitted: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Full Name: _____

Company (if applicable): _____

Please send response via: Email U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

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: Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

*Form continues on page 2. Retain a copy of **both** pages.*

RECORDS REQUESTED (continued):

DO YOU WANT COPIES? Yes, printed Yes, electronic No, in-person inspection

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 or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than \$100 (or) \$_____.

Do you want [certified copies](#)? Yes (may be subject to additional costs) No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester:
\$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

Retain a copy of both pages of this Form.

PENNSYLVANIA RIGHT-TO-KNOW LAW REQUEST
65 P.S. §§ 67.101 et seq.

Requester:	:	Respondant:
Matthew David Dowling	:	Jon Marietta
	:	Recorder of Deeds
	:	Fayette County
	:	61 E. Main Street
	:	Uniontown, PA 15401
	:	jmarietta@fayettepa.org
	:	

SCOPE, PURPOSE, AND CLARIFICATION
Filed January 9, 2026

- This request is made pursuant to the Pennsylvania Right-to-Know Law (“RTKL”), 65 P.S. §§ 67.101 et seq.
- This request is expressly limited to records created, accessed, transmitted, or maintained in connection with official Recorder of Deeds functions and the performance of public duties by Fayette County employees or officials.
- This request applies only to county-owned, county-issued, or county-managed systems, devices, networks, and accounts. No personal devices are requested.
- The time period covered by this request is December 1, 2025 through January 9, 2026.
- All browser-related requests are further limited to activity occurring during official work hours, defined as each employee’s regularly scheduled duty hours.

I. OFFICIAL RECORDER OF DEEDS FACEBOOK PAGE ADMINISTRATION

1. Records sufficient to identify all individuals who had administrator, editor, moderator, analyst, advertiser, or other role-based access to the official Fayette County Recorder of Deeds Facebook page during the requested period, including name, job title, and employment status.
2. Any policies, procedures, guidelines, or written directives governing use of official government social media accounts, comment moderation, deletion, blocking, or distinction between official and personal social media activity.

II. COUNTY EMAIL HANDLING AND FORWARDING

3. Records sufficient to show whether any email sent by Matthew Dowling from mail.dowling@gmail.com or Matthew@AmplifyPA.com was forwarded, copied, routed,

auto-forwarded, or otherwise transmitted using county email systems during the requested period.

4. For each such instance, provide the date/time, sending mailbox, recipient name/email, and recipient's relationship to Fayette County.

(Content not requested except to show routing.)

III. BROWSER HISTORY DURING OFFICIAL WORK HOURS (COUNTY SYSTEMS ONLY)

5. Browser history records from county-owned or county-managed computers or devices, limited to official work hours, including URLs/domains accessed, timestamps, browser type, and user or device attribution where available.
6. This request is limited to browser activity reasonably related to official agency functions, including social media management, constituent communications, and Recorder of Deeds Office business.

IV. OFFICIAL FACEBOOK ACTIVITY LOGS

7. Facebook Activity Log records associated with the official Recorder of Deeds Facebook page and county-authorized administrator accounts.
8. Activity Log categories include posts, tagged activity, interactions, connections, groups/events (official capacity), and page settings or role changes.

Clarifying Paragraph:

Facebook Activity Logs are system-generated records maintained by Meta Platforms, Inc. documenting actions taken by page administrators in an official capacity.

System-Level / Export Clarification:

Responsive records may include exports, screenshots, audit logs, or data retrieved through Meta Business Suite, Business Manager, Page Activity Log, or Page Transparency tools.

V. SYSTEM-LEVEL INTERNET AND ACCESS LOGS

9. If device-level browser history is unavailable, produce system-level firewall, proxy, or access logs showing web activity during official work hours.

VI. TECHNOLOGY ACCESS AND STAFF ATTRIBUTION

10. A list of Recorder of Deeds Office staff during the requested period with job titles, county-issued devices, and access to county email or social media.

VII. RECORDS RETENTION AND SYSTEM CAPABILITIES

11. Records retention schedules or IT documentation describing retention of email logs, browser logs, firewall/proxy logs, and Facebook administrative records.

VIII. EXPRESS REDACTION CONSENT

12. The requester consents to reasonable redaction of purely personal information unrelated to official agency business, provided timestamps, domains, and administrative actions remain visible.

IX. PRESERVATION NOTICE

13. This request serves as notice to preserve all responsive electronic records until completion of this request and any appeal.

X. FORMAT AND RESPONSE

- Electronic format requested. Identify any withheld records and statutory basis.

Respectfully submitted,

[Redacted Signature]

Matthew David Dowling

[Redacted Address]

Pro Se

01/02/2026
Date