

Open Records Officer  
Fayette County Courthouse  
61 East Main Street  
Uniontown PA 15401



Email [favettertk@fayettepa.org](mailto:favettertk@fayettepa.org)  
Telephone 724-430-1200  
Ext 1504 or 1501  
Facsimile 724-430-1265

**RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: 03-03-2026

REQUEST SUBMITTED BY:      E-MAIL      U.S. MAIL      FAX      IN-PERSON

NAME OF REQUESTOR: MATTHEW DAVID DOWLING

STREET ADDRESS: [REDACTED]

CITY/STATE/COUNTY: [REDACTED]

TELEPHONE: [REDACTED]

EMAIL: [REDACTED]

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.*

**RECORDS REQUESTED**

Pursuant to the Pennsylvania Right-to-Know Law ("RTKL"), 65 P.S. §67.101 et seq., I request access to and copies of the following public records in the possession, custody, or control of Fayette County relating to the Fayette County Recorder of Deeds Office.

Unless otherwise stated, the timeframe for this request is December 1, 2025 through the date this request is fulfilled. (SEE ATTACHED)

- DO YOU WANT COPIES? YES or NO
- DO YOU WANT TO INSPECT THE RECORDS? YES or NO
- DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)**

Official Use Only  
Open Records Officer [REDACTED]  
Date Received By Agency 3-4-26 (also time stamp)  
Agency Five (5) Day Response Due 3-11-26  
Copy Fee \_\_\_\_\_

30 day  
4-15-26

**PENNSYLVANIA OFFICE OF OPEN RECORDS**  
**STANDARD RIGHT-TO-KNOW LAW REQUEST FORM**  
**65 P.S. §§ 67.101 – 67.3104**

**SUBMITTED TO AGENCY NAME (Attn: AORO):**

Fayette County Open Records Officer  
Fayette County, 61 East Main Street, Uniontown, PA 15401  
fayettertk@fayettepa.org  
Date Request Submitted: 03-03-2026  
Submitted via: Email

**PERSON MAKING REQUEST:**

Full Name: Matthew David Dowling  
Company (if applicable): N/A  
Email: [REDACTED]  
Mailing Address: [REDACTED]  
Telephone [REDACTED]  
Preferred method of contact: Email  
Preferred response delivery: Email

[X] I affirm that my full name and contact information is true and correct and that I am a legal resident of the United States.

**DO YOU WANT COPIES?**

[ ] Yes, printed [X] Yes, electronic [ ] No, inspection only  
Certified copies requested: [ ] Yes [X] No  
Notify me before fees exceed: \$100

## **RECORDS REQUESTED**

Pursuant to the Pennsylvania Right-to-Know Law ("RTKL"), 65 P.S. §67.101 et seq., I request access to and copies of the following public records in the possession, custody, or control of Fayette County relating to the Fayette County Recorder of Deeds Office.

Unless otherwise stated, the timeframe for this request is December 1, 2025 through the date this request is fulfilled.

Preferred production format: Electronic where available.

### **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 Recorder of Deeds Facebook page including name, job title, and employment status.
2. Policies or guidelines governing use of official government social media accounts including moderation, deletion, blocking, and distinctions between official and personal social media activity.

### **II. COUNTY EMAIL HANDLING, ROUTING, AND FORWARDING**

3. Records sufficient to show whether emails sent by Matthew Dowling from mail.dowling@gmail.com or Matthew@AmplifyPA.com were forwarded, copied, routed, or transmitted using county email systems.
4. For each instance, records sufficient to show the date/time, sending mailbox, recipient name/email, and the recipient's relationship to Fayette County.
5. Policies or configurations governing email forwarding, shared mailboxes, delegation, retention, and audit logging.

### **III. BROWSER HISTORY DURING OFFICIAL WORK HOURS**

6. Browser history records from county-owned computers used by Recorder of Deeds staff during official work hours including URLs/domains accessed and timestamps.
7. This request is limited to activity related to official agency functions.

### **IV. FACEBOOK ACTIVITY LOGS**

8. Facebook Activity Log records associated with the official Recorder of Deeds Facebook page.
9. Activity log categories including posts, interactions, and page role changes.

## **V. SYSTEM-LEVEL INTERNET LOGS**

10. If device-level history is unavailable, produce firewall, proxy, DNS, or system-level logs sufficient to show web activity during official work hours.

## **VI. TECHNOLOGY ACCESS AND STAFF ATTRIBUTION**

11. Records sufficient to identify Recorder of Deeds staff including job titles, county-issued devices, and access to county systems.

## **VII. RECORDS RETENTION**

12. Records retention schedules or IT documentation describing retention of email logs, browser logs, firewall logs, social media administrative records, and website CMS logs.

## **VIII. RECORDER OF DEEDS WEBSITE ([fayettecorecorderpa.gov](http://fayettecorecorderpa.gov))**

13. Contracts, proposals, or agreements relating to the design or development of the website.
14. Records sufficient to show total cost of website design or development including invoices and payments.
15. Records sufficient to identify the hosting provider including invoices and agreements.
16. Records sufficient to identify the CMS or platform used including licensing or subscription costs.
17. Records sufficient to identify providers and costs for website security, backups, or IT management.

## **IX. DOMAIN REGISTRATION**

18. Records sufficient to identify the domain registrar and registration records for the Recorder of Deeds website domain including invoices.
19. Records sufficient to identify individuals authorized to manage domain settings or DNS records.

## **X. WEBSITE ADMINISTRATIVE ACCESS**

20. Records sufficient to identify individuals with administrative or editing access to the website including name, job title, employer, and level of access.
21. Policies governing assignment or removal of administrative website access.

## **XI. WEBSITE LOGS**

22. Records sufficient to show whether the CMS maintains edit histories, change logs, or audit logs.
23. If available, produce CMS audit logs showing administrative actions including logins and role changes.

**XII. WEBSITE ANALYTICS**

- 24. Records sufficient to identify analytics services used for the website.
- 25. Records sufficient to identify individuals with access to analytics dashboards.

**XIII. WEBSITE INCIDENTS**

- 26. Policies governing website publishing standards and security.
- 27. Records of any known website outages, incidents, or defacements.

**XIV. REDACTION CONSENT**

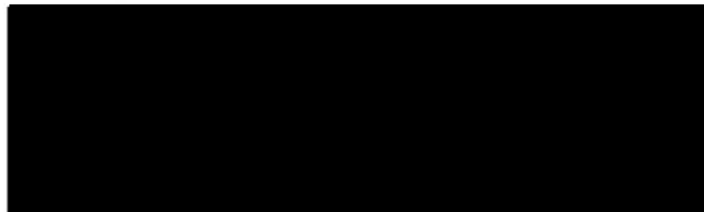
- 28. I consent to reasonable redaction of purely personal information unrelated to official agency business.

**XV. VERIFICATION**

- 29. If the agency asserts that no responsive records exist, please provide written verification describing the search conducted.

**XVI. PRESERVATION NOTICE**

- 30. Please preserve all potentially responsive records including electronic records and audit logs pending completion of this request.



03-03-2026  
Date



**Subject:** Right-to-Know Law Request – Recorder of Deeds Records  
**Date:** Wednesday, March 4, 2026 at 12:31:47 AM Eastern Standard Time  
**From:** Matthew Dowling  
**To:** Fayette RTK  
**CC:** Jack Purcell  
**Priority:** High  
**Attachments:** 2026-03-03\_Fayette\_RTKL\_Request\_OOR\_Form.pdf

CAUTION

This message originated from an external source. Verify the legitimacy before clicking links or opening attachments.

Dear Open Records Officer,

Please find attached a **Right-to-Know Law request submitted using the Pennsylvania Office of Open Records standard request form** regarding records relating to the **Fayette County Recorder of Deeds Office**. 2026-03-03\_Fayette\_RTKL\_Request...

The request seeks records concerning several categories of government activity, including:

- Administration of the official Recorder of Deeds Facebook page
- County email handling and routing related to specific correspondence
- Browser or system-level internet activity during official work hours
- Facebook activity logs associated with the official page
- Staff technology access and attribution
- Records retention policies
- The Recorder of Deeds website (fayettecorecorderpa.gov), including design, hosting, costs, domain registration, administrative access, and analytics
- Any related website incident or security records

The request specifies **December 1, 2025 through the date of fulfillment** as the relevant timeframe unless otherwise stated, and requests **electronic production of records where available**.

If any portion of the request requires clarification or if responsive records may involve fees exceeding the amount specified in the form, please advise before processing.

Please confirm receipt of this request and provide the **date of official receipt for purposes of the statutory response deadline under the Pennsylvania Right-to-Know Law, 65 P.S. §67.901**.

Thank you for your attention to this request.

**Respectfully,**  
**Matthew David Dowling**

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 [Redacted]

 [Redacted]

 [Redacted]

 [www.MatthewDDowling.com](http://www.MatthewDDowling.com) | [www.AmplifyPA.com](http://www.AmplifyPA.com)

 Facebook: [Redacted]

 Twitter/X: [Redacted]

 Instagram: [Redacted]

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**Re: Right-to-Know Law Request – Recorder of Deeds Records**

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**From** Fayette RTK <fayettertk@fayettepa.org>

**Date** Fri 3/13/2026 1:48 PM

**To** Matthew Dowling [REDACTED]

**Cc** Jack Purcell [REDACTED]; Fayette RTK <fayettertk@fayettepa.org>

Matthew Dowling  
[REDACTED]

March 13, 2026

Dear Matthew Dowling,

Thank you for writing to Fayette County with your requests for information pursuant to the Pennsylvania Right-To-Know law.

On March 4, 2026, you requested,

*"• Inquiry: Public records in the possession, custody, or control of Fayette County relating to the Fayette County Recorder of Deeds Office"*

**We are invoking the 30-day extension to gather all documents and review prior to sending to you. We will have your request on or before April 15, 2026**

**Section 102. Definitions**

"Record." Information, regardless of physical form or characteristics, that documents a transaction or activity of an agency and that is created, received, or retained pursuant to law or in connection with a transaction, business, or activity of the agency. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically, and a data processed or image- processed document.

Because the records you are not requesting are not records of Fayette County, the county is not required to produce the information you are requesting, as follows.

**Section 705. Creation of record.**

When responding to a request for access, an agency shall not be required to create a record which does not currently exist or to compile, maintain, format, or organize a record in a manner in which the agency does not currently compile, maintain, format, or organize the record.

You have a right to appeal this denial of information in writing to the Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal you must do so within 15 business days of the mailing date of the agency's response. See 65 P.S. § 67.1101. Please note that a copy of your original Right-to-Know request and this denial letter must be included when filing an appeal. The law also requires that you state the reasons why the record is a public record and address each of the reasons the Agency denies your



request. Visit the Office of Open Records website at <http://www.openrecords.pa.gov> for further information on filing an appeal. If you have further questions, please call Mark E. Rafail at 724-430-1200, extension 1501. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

*Morgan Keteles*

Assistant Chief Clerk  
Fayette County Commissioners Office  
61 East Main Street  
Uniontown, PA 15401  
Phone: 724-430-1200 ext. 1504

---

**From:** Matthew Dowling [REDACTED]  
**Sent:** Wednesday, March 4, 2026 12:31 AM  
**To:** Fayette RTK <[fayettertk@fayettepa.org](mailto:fayettertk@fayettepa.org)>  
**Cc:** Jack Purcell [REDACTED]  
**Subject:** Right-to-Know Law Request – Recorder of Deeds Records

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**Matthew David Dowling**

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 [Redacted]

 [Redacted]

 [Redacted]

 [www.MatthewDDowling.com](http://www.MatthewDDowling.com) | [www.AmplifyPA.com](http://www.AmplifyPA.com)

 Facebook: [Redacted]

 Twitter/X: [Redacted]

 Instagram: [Redacted]

