

DETAILED RIGHT-TO-KNOW LAW REQUEST

Records Relating to Recorder of Deeds Operations, Automation Fund Expenditures, Public Communications, Procurement, Contracts, Renovations, Advertising, Public Outreach Programs, and Use of County Resources

Requested Period: January 1, 2022 through the date Fayette County conducts its search for responsive records

Open Records Officer
Fayette County
61 East Main Street
Uniontown, PA 15401
fayettertk@fayettepa.org

RE: Records Relating to Recorder of Deeds Operations, Automation Fund Expenditures, Public Communications, Procurement, Contracts, Renovations, Advertising, Public Outreach Programs, and Use of County Resources

Dear Open Records Officer:

Pursuant to Pennsylvania's Right-to-Know Law, 65 P.S. §§ 67.101 et seq., I respectfully request copies of the following records. This Attachment A is intended to be attached to and incorporated into the Pennsylvania Office of Open Records Standard Right-to-Know Request Form.

INTERPRETATION OF REQUEST

For purposes of this request, the term "records" shall be interpreted broadly and shall include, without limitation, paper records, electronically stored information, emails, text messages maintained by the County or by public officials or employees in connection with County business, instant messages, memoranda, correspondence, handwritten notes, calendars, calendar invitations, task assignments, photographs, audio recordings, video recordings, spreadsheets, databases, metadata, accounting-system records, financial records, contracts, invoices, purchase orders, procurement records, server logs, user-access logs, cloud-stored records, backup records maintained in the ordinary course of business, and all other records as defined by the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101 et seq.

Unless otherwise specified, this request includes records maintained by Fayette County, the Recorder of Deeds Office, the County Commissioners, the County Controller, the County Solicitor, the Information Technology Department, contractors acting on behalf of the County or the Recorder of Deeds Office, and any other custodian possessing responsive records.

SPECIFICITY OF REQUEST

The records requested herein are limited to records concerning the Recorder of Deeds Office, the Automation Fund, Records Improvement Fund, public communications, procurement activities, advertising, sponsorships, renovations, contracts, audit findings, website administration, social-media administration, and related matters occurring between January 1, 2022 and the date Fayette County conducts its search for responsive records.

The records sought are further limited to the categories specifically identified in this request. If Fayette County, the Recorder of Deeds Office, or any custodian believes any portion of this request lacks sufficient specificity, I request that the specific portion at issue be identified and that I be provided a reasonable opportunity to clarify, narrow, or modify that portion before it is denied in whole or in part.

AUTOMATION FUND / RECORDS IMPROVEMENT FUND

1. All records reflecting deposits, withdrawals, expenditures, transfers, adjustments, journal entries, appropriations, encumbrances, obligations, commitments, balances, reconciliations, and account activity involving the Recorder of Deeds Automation Fund, Records Improvement Fund, Records Preservation Fund, or any similarly titled restricted account.
2. All general ledger reports, transaction-detail reports, vendor-detail reports, expenditure reports, account-history reports, check registers, warrant registers, accounts payable reports, budget reports, QuickBooks reports, accounting-system exports, spreadsheets, databases, and similar records identifying date, vendor/payee, amount, purpose, account charged, check number, invoice number, approving official, and funding source.
3. For every expenditure from such funds, all invoices, purchase orders, requisitions, purchase requests, payment requests, vouchers, receiving reports, approvals, check requests, contracts, proposals, quotes, estimates, statements of work, correspondence, emails, and supporting documentation.
4. All records identifying the individual or individuals who requested, approved, reviewed, authorized, processed, or paid each expenditure.
5. All records relating to expenditures involving WMBS, Ink Spot Printing, 4057 Design Company, American Legion Post 51, FCATS, R2 & C Contracting, contractors performing painting work, contractors performing cleaning work, furniture suppliers, appliance suppliers, advertising vendors, marketing vendors, graphic-design vendors, printing vendors, promotional-product vendors, or any other vendor paid from the Recorder of Deeds Automation Fund, Records Improvement Fund, Records Preservation Fund, or similar account.

PROCUREMENT, CONTRACTING, AND BIDDING

6. All contracts, agreements, amendments, change orders, addenda, memoranda of understanding, statements of work, engagement letters, purchase agreements, and related documents funded in whole or in part through Recorder of Deeds accounts.
7. All records reflecting compliance with County Code procurement requirements, including bid advertisements, legal advertisements, bid specifications, requests for proposals, requests for qualifications, requests for quotations, written quotations, bid tabulations, procurement determinations, sole-source determinations, emergency procurement determinations, and contract-award recommendations.
8. All records relating to the R2 & C Contracting project, including bids, proposals, estimates, contracts, invoices, payment approvals, inspections, change orders, correspondence, and proof of procurement compliance.
9. All records identifying whether competitive bidding, written quotations, COSTARS, cooperative purchasing, sole-source procurement, emergency procurement, or any other procurement method was used for each contract, project, purchase, or expenditure responsive to this request.

RENOVATIONS, IMPROVEMENTS, CONSTRUCTION, MAINTENANCE, AND FACILITY PROJECTS

10. For any renovation, remodeling, construction, painting, maintenance, cleaning, repair, furnishing, decorating, office-improvement, facility-improvement, or capital-improvement project funded in whole or in part through the Recorder of Deeds Office or any Automation Fund account, provide all before photographs, during-construction photographs, after photographs, inspection photographs, and project photographs maintained by County personnel, contractors, consultants, architects, engineers, vendors, or the Recorder of Deeds Office.
11. For each such project, provide project proposals, project descriptions, project justifications, project approvals, purchase orders, contracts, change orders, invoices, payment records, inspection reports, punch-list items, correspondence, emails, memoranda, meeting minutes discussing the project, records identifying the funding source used for the project, and records identifying the individual or individuals who requested, approved, supervised, authorized, inspected, or accepted the work.
12. For each such project, provide records sufficient to identify project location, project purpose, project cost, vendor or contractor, procurement method, date approved, date started, date completed, and person accepting completion.

COUNTY MAILINGS, PUBLIC COMMUNICATIONS, AND OUTREACH PROGRAMS

13. All records concerning the Veterans ID Program, including planning documents, approvals, funding records, invoices, contracts, vendor records, mailing records, advertising records, website records, social-media records, and correspondence.
14. All records concerning the Local Heroes Program, including planning documents, approvals, funding records, invoices, contracts, vendor records, mailing records, advertising records, website records, social-media records, and correspondence.
15. All records concerning any county-sponsored mailing, newsletter, postcard, brochure, flyer, publication, mass mailing, constituent communication, public-information piece, or other communication distributed by or on behalf of the Recorder of Deeds Office.
16. All records concerning the October 2025 mailing, including drafts, proofs, artwork, printing invoices, postage invoices, mailing-house invoices, mailing lists, recipient counts, vendor contracts, purchase orders, approvals, funding-source documentation, and payment records.
17. All records identifying the account or accounts from which such communications were funded and all records identifying the individuals who approved, reviewed, authorized, drafted, edited, designed, funded, or distributed such communications.

WEBSITES, SOCIAL MEDIA, ADVERTISING, AND PUBLIC OUTREACH

18. All contracts, invoices, purchase orders, statements of work, proposals, payment records, and correspondence relating to website administration, website development, website hosting, domain registration, social-media administration, social-media advertising, digital advertising, public-relations services, public-outreach programs, graphic-design services, and marketing services.
19. All records identifying administrators, editors, contributors, account managers, contractors, consultants, or vendors with access to official Recorder of Deeds websites, social-media accounts, and public-outreach platforms.
20. All records reflecting expenditures for radio advertising, newspaper advertising, social-media advertising, online advertising, sponsorships, promotional campaigns, public-awareness campaigns, media placements, and public-relations activities.
21. This request specifically includes Facebook, Instagram, and X (formerly Twitter) records associated with the Recorder of Deeds Office, including posts, comments, captions, advertisements, boosted posts, sponsored content, invoices, receipts, payment records, content calendars, drafts, archived content, deleted-content records maintained by the Recorder of Deeds Office, screenshots maintained by the Recorder of Deeds Office, and communications regarding content creation, approval, scheduling, publication, editing, removal, boosting, sponsorship, or promotion.

SOCIAL MEDIA ADMINISTRATOR, EDITOR, AND ACCESS RECORDS

For avoidance of doubt, this request specifically seeks records sufficient to identify all individuals who possessed administrative, editorial, publishing, advertising, moderation, analytics, account-management, content-creation, content-approval, content-removal, or other management authority over any Facebook, Instagram, X (formerly Twitter), Meta Business Suite, website, advertising account, or public-outreach platform associated with the Recorder of Deeds Office.

This request includes records maintained by or available to the Recorder of Deeds Office concerning administrator assignments, editor assignments, user roles, permissions, account ownership, access privileges, account-management authority, content-management authority, administrator changes, access changes, onboarding records, offboarding records, contractor access records, consultant access records, screenshots, exports, reports, and other records sufficient to identify the individuals possessing such authority.

This request specifically includes records maintained within or generated from Meta Business Suite, Facebook Business Manager, Instagram Business Manager, X Business, website content-management systems, advertising platforms, social-

media management platforms, analytics platforms, contractor-managed platforms, and any similar systems used by or on behalf of the Recorder of Deeds Office.

Because such platforms commonly maintain records identifying users, permissions, roles, administrators, editors, publishers, moderators, advertisers, account managers, content managers, and persons possessing administrative authority, the Recorder of Deeds Office shall search for responsive records within all such systems used by, for, or on behalf of the Recorder of Deeds Office.

This request includes administrator lists, editor lists, moderator lists, publisher lists, advertiser lists, user-role assignments, permission records, access-control records, administrator change logs, user-access logs, account ownership records, business account records, screenshots of administrator or user-role screens, exported administrator reports, platform-generated user reports, onboarding records, offboarding records, contractor access records, consultant access records, and records identifying who had authority to create, edit, approve, publish, remove, boost, sponsor, advertise, moderate, schedule, manage, or otherwise control content.

If no single record exists identifying all administrators, editors, publishers, moderators, advertisers, account managers, or persons possessing administrative authority, please provide any records sufficient to identify such individuals.

If the Recorder of Deeds Office contends that no responsive records exist, please identify the individual or individuals responsible for administering the applicable account, platform, website, advertising account, or service; the systems searched; the date range searched; the person conducting the search; and the basis for the contention that no responsive records sufficient to identify administrators, editors, publishers, moderators, advertisers, account managers, or persons possessing administrative authority exist.

INSURANCE, CLAIMS, AUDITS, INVESTIGATIONS, AND COMPLIANCE REVIEWS

22. All records concerning audits, reviews, investigations, inquiries, compliance reviews, risk assessments, claims, notices, reports, recommendations, corrective-action plans, consultations, management reviews, internal reviews, external reviews, or other evaluations relating to the Recorder of Deeds Office, the Automation Fund, public communications, advertising, procurement, contracting, sponsorships, website administration, social-media administration, public-outreach activities, or any matter identified in this request.
23. This request includes audit reports, draft audit reports, audit work papers, audit supporting documentation, management response letters, corrective-action plans, compliance reviews, internal investigations, external investigations, consultant reports, risk assessments, findings and recommendations, correspondence concerning audit findings, correspondence concerning corrective actions, insurance notifications, insurance claims, notices to insurance carriers, communications with insurance carriers, communications with outside counsel, auditors, consultants, investigators, compliance personnel, and County officials concerning audit findings or recommendations.
24. This request specifically includes records relating to the 2025 Controller's Audit and any discussions, responses, recommendations, corrective actions, reviews, investigations, consultations, analyses, or follow-up actions arising from or relating to that audit.

WEBSITE, DOMAIN, HOSTING, TECHNOLOGY, AND DIGITAL INFRASTRUCTURE RECORDS

25. All records relating to websites, domains, hosting services, content-management systems, website administration, website development, website maintenance, website security, website analytics, website vendors, technology services, cloud services, public-facing technology platforms, and digital infrastructure used by or on behalf of the Recorder of Deeds Office.
26. This request includes website-development contracts, website-hosting contracts, website-maintenance agreements, website-support agreements, statements of work, purchase orders, invoices, payment records, proposals, quotes, estimates, vendor correspondence, domain-registration records, domain-renewal records, DNS-management records, website-ownership records, website-administrator records, content-management-system records, user-

access records, administrator assignments, editor assignments, user-role assignments, account-management records, contractor-access records, consultant-access records, and website analytics reports.

27. This request includes records identifying who created, maintains, hosts, pays for, approves content for, publishes content for, edits content for, removes content from, or possesses administrative or content-management authority over any website or digital platform used by or on behalf of the Recorder of Deeds Office.

VENDORS, CONTRACTORS, CONSULTANTS, AND THIRD-PARTY SERVICE PROVIDERS

28. All records relating to any vendor, contractor, consultant, advisor, advertising provider, media provider, website provider, technology provider, printing provider, public-relations provider, marketing provider, design provider, maintenance provider, construction contractor, subcontractor, or third-party service provider that performed work for, provided services to, received payments from, received access from, or otherwise conducted business with the Recorder of Deeds Office.
29. This request includes contracts, amendments, change orders, statements of work, engagement letters, proposals, bids, quotations, estimates, invoices, payment records, purchase orders, procurement records, correspondence, emails, meeting notes, project records, access records, user-access authorizations, contractor-access records, consultant-access records, records identifying scope of work, records identifying deliverables, and records identifying project completion.
30. This request specifically includes WMBS, Ink Spot Printing, 4057 Design Company, American Legion Post 51, FCATS, R2 & C Contracting, website-development vendors, website-hosting vendors, social-media vendors, advertising vendors, printing vendors, marketing vendors, consulting firms, public-relations firms, technology providers, and cloud-service providers.
31. For each vendor, contractor, consultant, advisor, or service provider, I request records sufficient to identify all payments made, dates of payment, payment amounts, services provided, project descriptions, duration of engagement, County personnel involved in oversight, County personnel involved in approval, County personnel involved in acceptance of work, and whether the vendor possessed access to County records, technology systems, websites, social-media accounts, advertising platforms, or communications systems.

MEETINGS, CALENDARS, APPOINTMENTS, PRESENTATIONS, AND DECISION-MAKING RECORDS

32. All records relating to meetings, appointments, calendars, presentations, briefings, discussions, project planning, decision-making processes, recommendations, approvals, and communications concerning any matter identified in this request.
33. This request includes meeting agendas, meeting minutes, meeting notes, handwritten notes, calendar entries, calendar invitations, meeting requests, scheduling records, briefing materials, presentation materials, slide presentations, talking points, project summaries, decision memoranda, recommendation memoranda, internal discussion documents, attendance records, sign-in sheets, action-item lists, follow-up memoranda, project-tracking documents, status reports, executive summaries, discussion summaries, and records reflecting project approval processes.
34. This request includes records identifying individuals attending meetings, invited to meetings, participating in discussions, making recommendations, approving recommendations, authorizing expenditures, authorizing projects, approving contracts, approving procurements, approving public communications, approving advertising activities, and approving sponsorships.

FUNDING SOURCES, APPROVAL CHAINS, AUTHORITY, AND DECISION-MAKING RECORDS

35. All records sufficient to identify the funding source, approval chain, decision-making authority, supervisory authority, and authorization process associated with any expenditure, project, contract, procurement, communication, sponsorship, advertisement, website activity, social-media activity, outreach activity, transfer, or transaction identified in this request.

36. This request includes approval forms, authorization forms, routing sheets, sign-off sheets, payment approvals, procurement approvals, funding approvals, contract approvals, project approvals, sponsorship approvals, advertising approvals, communication approvals, transfer approvals, budget approvals, expenditure approvals, invoice approvals, requisitions, purchase requests, purchase authorizations, check requests, payment requests, workflow records, approval workflows, accounting approvals, supervisory approvals, and executive approvals.
37. If no single record exists identifying the approval chain for a particular matter, please provide all records sufficient to reconstruct the approval chain, including emails, memoranda, routing sheets, approvals, comments, meeting records, workflow records, accounting records, procurement records, and related documentation.

RECORDS SUFFICIENT TO IDENTIFY RESPONSIVE RECORDS, CUSTODIANS, SYSTEMS SEARCHED, AND SEARCH METHODS USED

38. Records sufficient to identify the custodians, repositories, systems, platforms, databases, files, accounts, locations, and sources searched in response to this request.
39. This request includes records sufficient to identify the offices searched, departments searched, custodians consulted, individuals tasked with conducting searches, systems searched, databases searched, accounting systems searched, email systems searched, websites searched, social-media platforms searched, cloud-storage platforms searched, shared drives searched, physical files searched, archives searched, and backup systems searched.
40. This request further includes records sufficient to identify the date ranges searched, search terms used, search methods utilized, repositories reviewed, responsive records identified, responsive records withheld, basis for any determination that records do not exist, and basis for any determination that records could not be located.

RECORD RETENTION, DELETION, MODIFICATION, ARCHIVING, MIGRATION, AND DESTRUCTION RECORDS

41. All records relating to the retention, preservation, archiving, migration, modification, deletion, destruction, overwriting, transfer, backup, restoration, or disposition of records responsive to this request.
42. This request includes records-retention schedules, records-management policies, document-retention policies, email-retention policies, electronic-record retention policies, social-media retention policies, website-retention policies, backup policies, disaster-recovery policies, data-preservation policies, records-destruction policies, destruction logs, deletion logs, purge logs, archiving logs, migration logs, restoration logs, records-disposition forms, destruction authorizations, deletion authorizations, archive authorizations, and records-transfer authorizations.
43. If any responsive records are determined to be unavailable, please provide records sufficient to identify the record category, approximate date of destruction, deletion, transfer, migration, or loss, person authorizing the action, policy relied upon, retention schedule relied upon, whether backup copies exist, whether restoration was attempted, and whether restoration remains possible.

PUBLIC COMMUNICATIONS, MEDIA RELATIONS, PRESS, MARKETING, BRANDING, AND OUTREACH RECORDS

44. All records relating to public communications, media relations, press activities, advertising, branding, marketing, outreach, public-information activities, constituent communications, sponsorships, public-awareness campaigns, and promotional activities conducted by, for, or on behalf of the Recorder of Deeds Office.
45. This request includes press releases, media advisories, public statements, newsletters, brochures, flyers, postcards, advertisements, radio appearances, interviews, talking points, speech drafts, communication plans, media plans, branding initiatives, outreach campaigns, public-information campaigns, constituent communications, sponsorship materials, promotional materials, marketing plans, communication strategies, public-relations activities, content calendars, publication schedules, and distribution records.
46. This request further includes all drafts, approvals, funding records, contracts, invoices, purchase orders, vendor communications, media communications, publication records, mailing records, distribution records, payment records, and supporting documentation relating to such activities.

TRAINING, POLICIES, PROCEDURES, GUIDANCE, AND AUTHORITY RECORDS

47. All policies, procedures, manuals, guidance documents, directives, training materials, presentations, instructional materials, memoranda, legal opinions, solicitor guidance, compliance guidance, procurement guidance, records-management guidance, social-media guidance, website-administration guidance, advertising guidance, public-communications guidance, Automation Fund guidance, and related records governing any matter identified in this request.
48. This request includes records sufficient to identify what policies governed the conduct identified in this request, what procedures governed the conduct identified in this request, what guidance was relied upon, who received training, when training occurred, who conducted the training, what materials were used, what instructions were provided, what legal guidance was provided, what compliance guidance was provided, what procurement guidance was provided, and what Automation Fund guidance was provided.
49. This request further includes records reflecting revisions, amendments, updates, replacements, rescissions, or modifications to any such policy, procedure, manual, directive, or guidance document during the requested time period.

KNOWLEDGE, AUTHORIZATION, APPROVAL, AND INVOLVEMENT

50. All records reflecting, discussing, evidencing, or documenting the knowledge, involvement, participation, recommendation, review, approval, authorization, direction, supervision, acceptance, ratification, or rejection by the Recorder of Deeds of any expenditure, contract, project, procurement, mailing, advertising activity, sponsorship, outreach program, renovation, improvement project, transfer, appropriation, obligation, commitment, payment, or transaction identified in this request.
51. This request specifically includes emails, memoranda, handwritten notes, meeting notes, draft documents, comments, routing sheets, approval forms, sign-off sheets, internal messages, text messages maintained by the County, calendar entries, task assignments, work orders, correspondence, and electronic communications.
52. This request further includes records reflecting concerns, objections, warnings, recommendations, legal advice, solicitor guidance, audit comments, compliance discussions, internal reviews, risk assessments, requests for legal guidance, requests for clarification, requests for approval, disagreements, disputes, or discussions concerning the legality, propriety, permissibility, or funding source of any expenditure, project, contract, mailing, sponsorship, advertisement, transfer, procurement decision, or payment identified in this request.
53. This request further includes communications between the Recorder of Deeds and County Commissioners, the Controller, the Solicitor, auditors, Information Technology personnel, contractors, vendors, consultants, project managers, procurement personnel, financial personnel, accounting personnel, media outlets, advertising providers, and outside advisors concerning any matter identified in this request.

RECORD PRESERVATION

54. Because this request seeks records maintained in both paper and electronic form, I respectfully request that Fayette County, the Recorder of Deeds Office, the Information Technology Department, and all custodians of potentially responsive records take reasonable steps to preserve records responsive to this request pending its completion.
55. This preservation request includes emails, text messages maintained by the County, electronic documents, spreadsheets, accounting-system records, photographs, audio recordings, video recordings, contracts, invoices, procurement records, metadata associated with electronically stored information, website records, social-media records, server logs, user-access logs, cloud-stored records, and backup records maintained in the ordinary course of business.

ELECTRONIC RECORDS, PARTIAL DISCLOSURE, AND FORMAT REQUESTED

56. Electronic copies are preferred. To the extent responsive records exist in electronic format, I request that they be produced in their native electronic format whenever reasonably available, including Excel (.xlsx), CSV, QuickBooks

exports, accounting-system reports, Outlook message files, searchable PDF files, digital photographs, digital audio files, and digital video files.

57. Where records exist electronically, production of native files is preferred to printed images or scanned copies.
58. If Fayette County contends that any portion of a responsive record is exempt from disclosure, I request that the exempt portion be redacted and the remainder produced pursuant to 65 P.S. § 67.706.
59. For each withheld record, please identify the date of the record, record type, author or sender, recipient(s), custodian of the record, and the specific statutory basis relied upon for withholding the record.
60. If any portion of this request is denied, please provide all appeal rights required by the Pennsylvania Right-to-Know Law.

CONTINUING CLARIFICATION REQUEST

61. If Fayette County, the Recorder of Deeds Office, or any custodian of records believes any portion of this request is insufficiently specific, overly broad, ambiguous, unduly burdensome, or otherwise requires clarification, I respectfully request that the specific portion at issue be identified and that I be provided a reasonable opportunity to clarify, narrow, modify, or discuss the request before it is denied in whole or in part.
62. If a narrower search, modified wording, different date range, different custodian, or different record description would facilitate production of responsive records, I request that such information be provided so that the request may be reasonably clarified and the maximum number of responsive records may be produced.
63. Nothing in this request should be construed as a refusal to reasonably clarify any portion of the request if clarification would assist in locating and producing responsive records.

Respectfully submitted,

[Redacted Signature]

Matthew David Dowling

[Redacted Address]

2026-05-29

Date

[Redacted Date]