



TACOMA HOUSING AUTHORITY

REQUEST FOR PUBLIC RECORDS

THA FORM DOC-10(01)

Date and Time of Request: _____, 20____; _____ am pm

Name of Requester/Firm (please print):

Address:

City/State/Zip Code:

Telephone:

Description of Public Records Requested:

Nature of Request: Copies of Records Inspection of Records

The requester hereby agrees to pay a charge of fifteen cents (15¢) per page for any public records photocopied at his or her request. This charge is based on the cost of reproducing on standard sized paper, the per page cost for use of the agency copying equipment, and staff time to copy the requested public records. RCW 42.56.120

If oversized documents, certified copies, copies of audiotapes or any other copies out of the ordinary 8½" x 11" paper are requested, the requester agrees to pay the actual cost of reproduction of the items requested.

If requested copies are mailed or otherwise delivered to the requester, the requester agrees to pay the actual postal or delivery charge together with the cost of any container or envelopes used to mail or deliver the public records.

The requester should be aware and is hereby advised that certain statutes prohibit the use of some types of information obtained from public records for commercial purposes.

The requester should be aware and is hereby advised that for purposes of this request the term "commercial purposes" means that certain information obtained from the public records requested such as lists of individuals be used to facilitate any activity involving communications with persons named in the public records in anticipation of making a profit.

Requester's Signature

FOR THA INTERNAL USE ONLY

ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS

Request received by: _____ Department: _____ Date: _____

1. Action Taken _____

Date Requestor was Notified: _____

a) Request granted

b) Need for additional time
How long: _____

c) Request denied
Name the exemption contained in Chapter 42.56 RCW which authorizes the Denial:

d) Record withheld in part
Name the exemption contained in Chapter 42.56 RCW which authorizes the withholding:

2. Request forwarded to attorney for review?

Yes: (Date Forwarded: _____)

No:

3. Notification of Action Taken to Requester

Date Request completed: _____