



# TACOMA HOUSING AUTHORITY

## PUBLIC RECORDS REQUEST FORM

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Time of Request

### REQUESTOR INFORMATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address (P.O. Box or Street, Apt./Suite, City, State, Zip)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Preferred Method of Contact

### Records requested (please check):

<b>Inspection</b>	<input type="checkbox"/>	No fee shall be charged for the inspection of Public Records.
<b>Printed</b>	<input type="checkbox"/>	THA provides the first fifty (50) pages without charge. For each page thereafter, we charge: \$.15 per page for paper copies \$.10 per page for hard copy records that are scanned into electronic format  If materials need to be copied by an outside source due to volume, current work load of THA staff, or any other reason, the requestor pays the actual amount invoiced to THA by the vendor.
<b>Printed and Mailed</b>	<input type="checkbox"/>	THA provides the first fifty (50) pages without charge. For each page thereafter, we charge: \$.15 per page for paper copies \$.10 per page for hard copy records that are scanned into electronic format  If materials need to be copied by an outside source due to volume, current work load of THA staff, or any other reason, the requestor pays the actual amount invoiced to THA by the vendor.  The requestor pays for any postage and shipping costs, including the cost of any containers used in shipping.
<b>Electronic</b>	<input type="checkbox"/>	THA will produce the record in a "native" format like Word® or PDF as long as it is reasonable and technologically feasible for THA to do so. Electronic records that require redaction will be converted to PDF.  No fee shall be charged for records emailed to requestor.  \$.10 per page will be charged to requestor for hard copy records that are scanned into electronic format.
<b>Electronic Mailed</b>	<input type="checkbox"/>	Requestor pays for amount of CD/Flash Drive used and for any postage and shipping costs, including the cost of any containers used in shipping.

**Please describe the records or information you are requesting.**

The requester should be aware and is hereby advised that certain provisions of RCW 42.17.260(9) prohibit the use of some types of information obtained from public records for commercial purposes. The requester should also 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 STAFF USE**

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
By

\_\_\_\_\_  
Department