

# ***PITTSFIELD HOUSING AUTHORITY***

## ***RECORDS REQUEST FORM***

Date of the request: \_\_\_\_\_

Name of the Requestor (first and last): \_\_\_\_\_

Phone Number of the Requestor: \_\_\_\_\_

Mailing Address of the Requestor: \_\_\_\_\_

\_\_\_\_ Public Housing Development: (property name) \_\_\_\_\_

\_\_\_\_ Section 8

***Record (s) requested (ex., Lease, birth certificate, social security card, etc.) be specific so that we may accurately fulfill your request***

\_\_\_\_\_  
\_\_\_\_\_

***Date or range of the record(s), if appropriate*** \_\_\_\_\_

\_\_\_\_ Photo Copy

\_\_\_\_ Emailed copy \_\_\_\_\_

Email address, please print legibly

## **Records Request Policy**

### **Records Request**

- The records requestor must complete a PHA Records Request form and submit it to the Records Access Officer (RAO). The request form is available on our website or at the PHA office at 65 Columbus Ave.
- The RAO will date/time stamp the request and will acknowledge receipt within 3 business days of the request.
- The RAO will complete the request within 10 Business days.

### **Fees Structure**

A reasonable fee (not exceeding actual cost) **may** be charged for producing public records.

- **Electronic records** are typically provided **without copying fees**.
- **Paper copies may** be charged at up to **\$0.05 per page**.
- **Fee waivers or reductions** may be granted if the requester demonstrates financial hardship.