



Pittsfield Housing Authority

65 Columbus Avenue, Ste 1
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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.