

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.