



Request for Public Records

(Please note information in the Housing Authority's Public Records Access Notice)

Attention: Customer Services

Date of Request: _____

Name of requestor: _____

Contact phone: _____

Address: _____

Contact e-mail: _____

Type of Request: Inspection of Public Records

Copies of Public Records:

If copies are requested, they will be: Picked up Mailed

Requests for inspection or copying of public records should be specific and focused. The request should sufficiently describe records so that identification, location and retrieval of the records can be achieved by Housing Authority staff.

Records Requested:

Copies will be provided for a fee. If copies are to be mailed, a postage fee will be added to the total which must be paid in advance. Current charges for copying may be obtained from Customer Services at 831-454-9455, ext 272. Copies to be picked up in person will be held until a date certain after which a new request must be submitted.

Your request will be processed in compliance with the California Public Records Act. Except for public records exempt from disclosure, the Housing Authority shall make records available during regular business hours via appointment. The Public Records Act allows the Housing Authority up to 10 days to respond to the request with a determination whether or not the records may be disclosed. If a request contains unusual circumstances, the Housing Authority may need an additional 14 days to make a determination regarding disclosure, pursuant to the Public Records Act.

Housing Authority use <i>only</i> :		
Date Received:	Response date:	Viewed/copied date:
Staff initials:		