

REQUEST FOR PUBLIC RECORDS

The Housing Authority of Snohomish County (HASCO) will make available for inspection and/or photocopying all public records unless exempt from disclosure under chapter 42.56 of the Revised Code of Washington ("RCW").

Charges: A fifteen cents per page charge is required for photocopies or printed copies of electronic records + postage cost if applicable. A ten cents per page charge is required for records scanned into an electronic format + five cents for every four electronic files/attachments uploaded to an email, cloud storage service, or other electronic delivery system + ten cents per gigabyte for transmitting records electronically. Depending on volume, electronic records will be made available on an FTP site. Payment will be required prior to documents being mailed, scanned, or uploaded. There is no charge for viewing documents or files.

Hours for Review: Public records are available for inspection and photocopying Monday through Thursday, 8:00 a.m. to 4:30 p.m., and 8:00 a.m. to noon on Friday, excluding legal holidays. An appointment is necessary.

Public Records Disclosure Procedure: You can review HASCO's complete Public Records Disclosure Procedure on its website at www.hasco.org or by asking the public records officer to view a copy.

Please complete the following:

Name: _____ Phone: _____

Address: _____

Record(s) Requested (Please be as specific as possible in what you are requesting. Include, where applicable, inclusive dates, project names, program names and any information that will assist staff in a timely response. Include extra pages as needed)

☐ Review ☐ Photocopy ☐ Electronic

I, (print name) _____, certify that the lists of individuals obtained through this request for public records will not be used for commercial purposes pursuant to RCW 42.56.070.

Signature: _____

Date: _____

For Authority use only:

Approved by: _____

Date: _____

Delivered by: _____

Date: _____

Amount received for photocopies: \$ _____ Check #: _____ Money Order #: _____