



2505 West Lewis Street
Pasco, Washington 99301
www.hacpfc.org
P: 509.547.3581
F: 509.547.4997
Washington Relay Service:
1.800.833.6384

REQUEST FOR PUBLIC RECORDS DISCLOSURE

Date of Request: _____

Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Email:** _____

Request Made: in person by phone by fax by U.S. mail by email

Records Requested: Please be specific in your records request – (e.g., title of records, subject of records, date of records, date range, etc.)

I would like to: inspect records receive a copy/copies of requested records

[Costs: for 8½” x 11” copies - 15¢ per page (double sided = 30¢) plus postage if applicable. Other sizes and formats at actual cost.]

Contact me if copying/scanning/etc. is greater than \$ _____.

If this request is for a list of individuals, is the list of individuals to be used for commercial purposes? yes no

If copies of the requested records are to be mailed, should they be mailed to the address indicated above? yes no

If not, where should the records be sent? _____

Requestors signature: _____

Please hand-deliver, mail, email, or fax your records request to:

Brett Sanders, Executive Director/Public Records Officer
Housing Authority of the City of Pasco and Franklin County
2505 W. Lewis Street
Pasco, WA 99301-4569
Phone: (509) 547-3581
Fax: (509) 547-4997
Email: info@hacpfc.org

To be completed by HACPFC:

Date Received: _____ By (staff initials): _____
Five Day Response Date Due: _____
Date Five Day Response Sent: _____
Response Sent By (staff initials): _____
Date of Notification of Available Records: _____
Notification Made By (staff initials): _____
Date Request Completed _____

