

Public Records Request, Woonsocket Housing Authority
679 Social Street, Woonsocket, RI 02895

ACCESS TO PUBLIC RECORDS ACT * PUBLIC RECORDS REQUEST FORM

You/the public are welcome to use this Form, but you are not required to do so. You may request public records without this Form so long as your *written request* specifies the record(s) you seek from us. Via email to **PublicRecords@woonsockethousing.org**; in person or via US Mail to the contact (Public Records Request) and address stated above.

Date _____

Request Number _____

Name (Optional) _____ **Email (Optional)** _____

Address (Optional) _____ **Telephone (Optional)** _____

Requested Records _____

If after review of your request the Woonsocket Housing Authority (WHA) determines that the requested records are exempt from public disclosure for a reason set forth in the RI APRA, the WHA reserves its right to claim such exemption.

The Act permits the PHA to charge reasonable costs to provide public records. The cost per copied page of written documents provided to the public shall not exceed fifteen cents (\$.15) per page for business-page-size documents. Search and retrieval shall not exceed fifteen dollars (\$15.00) per hour.

OFFICE USE ONLY

Request taken by: _____

Request Number _____

Date: _____

Time _____

Records to be available on _____ **Mail** _____ **Pick Up** _____

Records provided _____

Costs: _____ **Copies** _____ **Search and Retrieval** _____