REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

Date: ________________________

Name:  ___________________________________________

Address:  ___________________________________________

City:     ____________________________  State:  ________________  

Zip Code:  ____________________

Telephone: ______________________  E-Mail:  _________________________________

Request Made:  in person  by phone  by fax  by mail  by email  other ______

Records Requested: (Please provide specific description of the records you want, e.g., title of records, subject or records, date, range of dates, etc. Use additional pages if needed.)

I wish to  inspect records  receive a copy of the requested records per EHA’s Public Records Policy Fee Schedule:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopies or printed copies of electronic public records when requested by the person requesting records</td>
<td>$0.15 per page</td>
</tr>
<tr>
<td>Scanned records</td>
<td>$0.10 per page</td>
</tr>
</tbody>
</table>
Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery $0.05 per 4 electronic files

Records transmitted in an electronic format $0.10 per gigabyte

CD, DVD, thumb drive, or other digital storage media or device Actual cost

Postage or delivery charges Actual cost of postage or delivery, plus actual cost of any container or envelope used to mail or deliver records

☐ Contact me if copying/scanning cost is greater than $__________.

If this request is for a list of individuals, is the list to be used for commercial purposes?

☐ Yes ☐ No

__________________________________    ______________
Requestor’s Signature        Date

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

Christopher Neblett, Public Records Officer
Everett Housing Authority
PO Box 1547
Everett, WA 98206-1547

Street Address:  3107 Colby Avenue
                 Everett, WA

Fax:  425-303-1122
Email:  publicrecordsofficer@evha.org

To Be Completed By EHA

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DATE</th>
<th>EMPLOYEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-Day Response Date</td>
<td></td>
<td></td>
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<tr>
<td>Notification Made</td>
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<tr>
<td>Request Completed</td>
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</tbody>
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Notes: