



# HOUSING AUTHORITY OF SKAGIT COUNTY

*This institution is an equal opportunity provider and employer.*

## **REQUEST FOR PUBLIC RECORDS FORM**

The Housing Authority of Skagit County (HASC) 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 scanned documents + postage cost if applicable. Payment may be required prior to documents being mailed, faxed or scanned. There is no charge for viewing documents or files.

**Hours for Review:** Public records are available for inspection and photocopying Monday through Thursday, 9:00 a.m. to 4:00 p.m. and Friday 9:00 a.m. to 1:00 p.m., excluding legal holidays. An appointment is necessary.

**Public Records Disclosure Procedure:** You can review HASC's complete Public Records Disclosure Procedure by asking HASC'S Public Records Officer to view a copy.

**Please complete the following:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**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 if needed)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Please mark one of the following: ☐ Review ☐ Photocopy

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: \_\_\_\_\_



ELDERLY & FAMILY HOUSING

LOW-INCOME WEATHERIZATION



1650 Port Drive, Burlington, Washington 98233 ♦ (360) 428-1959 ♦ FAX: (360) 424-6005



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**FOR HASC USE ONLY**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DELIVERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

AMOUNT RECEIVED FOR COPIES \$ \_\_\_\_\_ CHECK/MONEY ORDER # \_\_\_\_\_



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