

**Housing Authority City of Kennewick (KHA)**

**REQUEST FOR PUBLIC RECORDS**

**FORM**

Please describe the records below, providing any additional information that will help us locate them for you as quickly as possible. Use appropriate document title and date, if known.

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Do you want to?

- Inspect the records at no charge
- Receive a copy after paying required fee
- Inspect the records first and then consider selecting records to copy and pay for

Within five (5) Housing Authority City of Kennewick (KHA) business days of receipt of the request, Housing Authority City of Kennewick (KHA) will respond by: (1) making the record available for inspection or copying of, if payment is made *or* terms of payment are agreed upon, sending the records to the requestor, or (2) acknowledging the receipt of the request and providing a reasonable estimate of time the Housing Authority City of Kennewick (KHA) will require to respond to the request; or (3), denying the request.

Washington State law, RCW 42.56.070(9), prohibits the use of lists of individuals for commercial purposes. If I or someone else uses these records for commercial purposes I may violate the rights of the individuals named and I may be liable for damages. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity.

I certify that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number & Area Code

\_\_\_\_\_  
E-Mail Address

☞ ☞ ☞ *See Reverse Side for Response to Request* ☞ ☞ ☞

**Public Records**  
**Request "Denied"**

Dept. Receiving Request \_\_\_\_\_ Date Received \_\_\_\_\_

Housing Authority City of Kennewick (KHA) is refusing to allow inspection or copying of the requested documents described on the reverse side of this request form. Access to the requested public record is denied for the reason that it is clearly non-disclosable as identified in RCW 42.56.070, 42.56.210 or RCW 10.97 or certain portions have been withheld pursuant to RCW 42.56.070(1) or RCW 42.56.210.

(Provide a brief explanation of how the exemption applies to the record withheld)

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Withholding of the specific portions of the public record, which the Housing Authority City of Kennewick is not disclosing to you, is an authorized exemption.

*For KHA Use Only*

**Public Records**  
**Request "Granted"**

Date Request Received \_\_\_\_\_ Date Completed \_\_\_\_\_

Method Type: \_\_\_\_\_ US Mail \_\_\_\_\_ E-Mail \_\_\_\_\_ Phone \_\_\_\_\_ Verbal  
\_\_\_\_\_ Other: \_\_\_\_\_

Number of Pages \_\_\_\_\_ (x \$0.15 one-sided/\$0.30 two-sided) = \$ \_\_\_\_\_

Document Fee \_\_\_\_\_ + \$ \_\_\_\_\_

Other Media Fee \_\_\_\_\_ + \$ \_\_\_\_\_

TOTAL CHARGE = \$ \_\_\_\_\_

*For KHA Use Only*