



**Housing Authority of the County of Monterey  
Public Records Request Form**

Mail or drop off request:

Housing Authority of the County of Monterey  
**Attn: Public Records Request**  
123 Rico Street  
Salinas, CA 93907

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**Requestor Information:**

Date: \_\_\_\_\_

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

Organization (if any): \_\_\_\_\_

Address (Optional): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email (Optional): \_\_\_\_\_

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**Description of Records Requested:**

Please be as specific as possible. Attach additional sheets of paper as necessary.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Delivery Preference:**

Pre-paid envelope provided for mailing.

HACM does not provide copies via mail without a pre-paid envelope.

I will pick up the records.

Please provide a phone number or email address for notification if picking up records.

## Records Defined

"Records" refer to any documents owned, used, or kept by The Housing Authority of the County of Monterey for official purposes. These could be in the form of papers, computer files, emails, or audio/visual recordings.

## Identifying Records

To help The Housing Authority of the County of Monterey provide records promptly, requesters should provide specific information about the records they seek. When a record cannot be identified by name, the requester should attempt to be as specific as possible in describing the record, based on its content. If known, requesters should indicate the office, division, branch, or section of The Housing Authority of the County of Monterey that created and maintains the records.

## Transmittal and Cost:

The Housing Authority of the County of Monterey charges 10 cents per page for copies. If the copying charges are \$5 or less, we will provide the documents at no charge. Additionally, the Agency charges \$10 per USB for electronic versions of certain documents (if available in electronic form).

## Timing:

Please allow for a reasonable period to locate the records if not readily accessible and to determine whether they must first be reviewed, and possibly redacted, in order to protect confidential or other exempt material from improper disclosure. While HACM provides many publications and records on its website, it aims to fulfill requests within ten calendar days. If this is not possible, we will notify you with an estimate of the date the records will be made available. The initial 10-day period may be extended for up to an additional 14 days if HACM needs to:

1. Communicate with field offices.
2. Inspect voluminous records.
3. Consult with other divisions or agencies; or
4. Construct a computer report to extract data.

Please note that the ten-day response period begins the day after receipt. If a request arrives after 5:30 PM on a businessday, or on a weekend or holiday, the next business day will be considered the receipt date.

### OFFICE USE ONLY:

RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

DUE DATE: \_\_\_\_\_