

APPLICATION FOR PUBLIC ACCESS TO THE RECORDS OF  
THE ROCHESTER HOUSING AUTHORITY

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

TO: RECORDS ACCESS OFFICER  
ROCHESTER HOUSING AUTHORITY  
675 WEST MAIN STREET, SUITE 100  
ROCHESTER, NEW YORK 14611-2388

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:

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

DATE OF RECORD (IF KNOWN) \_\_\_\_\_

NAME OF REQUESTOR \_\_\_\_\_ SIGNATURE \_\_\_\_\_

REPRESENTING \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_

Street

City

State

Zip Code

DO NOT WRITE BELOW THIS LINE

\_\_\_\_\_ Record which was requested is enclosed. (copy of record)

\_\_\_\_\_ RHA acknowledges receipt of your request but is unable to respond at this time.  
Accordingly, we will grant and/or deny your request in whole or in part on  
approximately \_\_\_\_\_.

\_\_\_\_\_ Record which was requested cannot be located with information previously given.  
Submit new request with additional information.

\_\_\_\_\_ Record requested is not maintained/was previously maintained by this Agency. Older  
records may have been destroyed pursuant to Paperwork Reduction Act regulations.

\_\_\_\_\_ Insert acknowledgement statement. Record will be available approximately \_\_\_\_\_.

SIGNATURE

TITLE

DATE

NOTICE: You may appeal if you feel you have been denied access to records. Your request for an appeal must be in writing, and must be sent within thirty (30) days of this notice being sent to you. Send your request for appeal to:

Executive Director  
ROCHESTER HOUSING AUTHORITY  
675 West Main Street, Rochester, NY 14611-2388

ACCORDING TO LAW, WITHIN TEN (10) BUSINESS DAYS AFTER RECEIVING YOUR APPEAL, WE MUST RESPOND TO YOU, GIVING YOU THE REASONS FOR FURTHER DENIAL, OR PROVIDING ACCESS TO THE RECORDS REQUESTED.

## PUBLIC NOTICE

### FREEDOM OF INFORMATION LAW INFORMATIONAL NOTICE

Under the Freedom of Information Law, the Rochester Housing Authority, as a public corporation, must provide access to its records upon request.

The Rochester Housing Authority has developed regulations governing what records are available, when, where and how you can see public records.

A copy of the regulations covering public access to records is available at the Administrative Office of the Rochester Housing Authority.

Records can be seen and copied at:

Rochester Housing Authority  
Administrative & Executive Offices  
675 West Main Street  
Rochester, New York 14611-2388

Monday through Friday, 9:00 A.M. to 4:00 P.M. (except holidays).

Requests for access to records may be sent to:

Records Access Officer  
Rochester Housing Authority  
675 West Main Street  
Rochester, New York 14611-2388

If you are denied access to a record, you may appeal in writing to:

Executive Director  
Rochester Housing Authority  
675 West Main Street  
Rochester, New York 14611-2388

Amended: September 1987  
July 2000  
January 2003  
February 2006  
June 2010