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.
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