

PIERCE COUNTY HOUSING AUTHORITY PUBLIC RECORDS PROCEDURES

GENERAL

The Pierce County Housing Authority (PCHA) strives to comply in all respects with Washington's Public Records Act, Chapter 42.56 RCW (PRA). PCHA's policy is to release its public records in compliance with and subject to the PRA and any other applicable federal or state law.

Below are PCHA protocols and procedures in order to provide full access to public records. These procedures provide information to persons requesting access to PCHA's public records and establishes request processes for both requestors and PCHA staff. These procedures shall be available at PCHA's main office and posted on PCHA's website.

General information about PCHA can be found at www.pchawa.org . Many public records can be found at the PCHA website (for example, Board Meeting Minutes).

PCHA's mailing address is 1525 108th Street South, Tacoma, WA 98444. PCHA's Office Address is located at 603 South Polk Street, Tacoma, WA 98444. Requests for PCHA records should be directed by mail or email to PCHA's Public Records Officer, Charlie Gray at the above mailing address or publicrecordsofficer@pchawa.org .

PCHA Office Hours are:

Monday 8:30 am – 12:00 pm *closed for lunch hour* 1:00 pm – 4:00 pm

Tuesday 8:30 am – 12:00 pm *closed for lunch hour* 1:00 pm – 4:00 pm

Wednesday 8:30 am – 12:00 pm *closed for lunch hour* 1:00 pm – 6:00 pm

Thursday 8:30 am – 12:00 pm *closed for lunch hour* 1:00 pm – 4:00 pm

Closed on Fridays and Federal Holidays

PCHA PROCESSING OF RECORDS REQUESTS

PCHA finds that it would be unduly burdensome and would interfere with PCHA operations to maintain an index of records. PCHA will make available for public disclosure all indices which may at a future time be developed for PCHA use.

1. Response to Records Request

Each records request will be logged by PCHA. Within five business days of receipt of a request, the Records Officer shall do one or more of the following:

- a. Notify the requester in writing that the records are available;
- b. Send copies of the records to the requester if copying fees have been received (unless waived by PCHA) or other terms of payment are agreed upon, with a letter acknowledging or closing the request as appropriate;

- c. Send a letter acknowledging the request and providing a reasonable estimate of when records or an installment of records will be available (the Public Records Officer may revise the estimate of when records will be available);
- d. Send a letter acknowledging the request and asking the requester to provide clarification for a request that is unclear, and provide, to the greatest extent possible, a reasonable estimate of time PCHA will require to respond to the request if it is not clarified; or
- e. Send a letter denying the request.

PCHA reserves the right to direct requestors to the PCHA website for commonly requested documents. The Records Officer shall assist any requestor who cannot easily access the internet.

2. Reasons for Additional Time to Respond

PCHA may require additional time to respond to a request based on the need to do any of the following:

- a. Clarify what documents are being sought in the request;
- b. Locate and assemble the records requested;
- c. Use the requested record in PCHA's normal course of business;
- d. Notify third persons or agencies affected by the request; or
- e. Determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request.

This list is not exhaustive, and as discussed below, PCHA reserves the right to require additional time as permitted by the PRA or other applicable federal or state law.

3. PCHA has limited staff and resources. The Public Record Officer serves in other capacities, in addition to PRA responsibilities,. PCHA will respond with 5 business days of requests for PCHA records. However, the production of records in response to a request may be delayed as a result of the extent of the request and limitations on staff time. In the normal course, PCHA will spend no more than 8 hours per week in responding to records requests to PCHA. PCHA may respond to later requests before earlier records requests if the later-requested records can be more easily located and made available. This may mean that responses to requests for PCHA records may be serial and extend over a longer period of time.

4. No fee shall be charged for the inspection of public records or locating public documents and making them available for copying, except as provided in RCW 42.56.240 (14) and 42.56.120 (3). A reasonable charge may be imposed for providing copies of public records. PCHA adopts the schedule of charges and costs for copies and copying under RCW 42.56.120 (2).