

NOTICE

As required by Ohio's Public Records Act (House Bill 9), the Perry Metropolitan Housing Authority has a Public Records Policy that includes the following:

- 1. Purpose**
- 2. Scope**
- 3. Fees:**
 - a. \$0.05 per photocopy**
 - b. \$1.00 per page for certified copy**
- 4. Availability**
- 5. Requests**
- 6. Response and Denials**
- 7. Remedy**
- 8. Training**
- 9. Attachments to Policy:**
 - Attachment A: *Request for Public Records* form**
 - Attachment B: *Public Records Unavailable* form**
 - Attachment C: *Waiver of Public Record Fee* form**



PERRY METROPOLITAN HOUSING AUTHORITY

Administrative Office
26 Brown Circle Drive
Crooksville, Ohio 43731
(740) 982-5991
FAX (740) 982-1274

Section 8 Program
13000 Parkview Drive
Roseville, Ohio 43777
(740) 697-7412
FAX (740) 697-0411

Public Housing
13000 Parkview Drive
Roseville, Ohio 43777
(740) 697-0323
FAX (740) 697-0411

REQUEST for PUBLIC RECORDS

Date: _____

Name of Requestor _____

Street Address _____

City _____ State _____ Zip _____

Information Requested _____

Information is to be: mailed (self-addressed stamped envelope attached)
 picked up by requestor (must allow 2 business days after date of request)

Signature of Requesting Party _____

FOR OFFICE USE ONLY

CHARGES for Public Record Copies

No. of pages _____ at \$ _____ per page = \$ _____

Other _____ = \$ _____

Total Charge \$ _____

Amount Received \$ _____ Date Received _____ Cash Receipt No. _____

Date Copies Mailed or Released _____