



## REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

Walla Walla Housing Authority (WWHA) will make available for inspection and/or photocopying all public records unless exempt from disclosure under chapter 42.56 of the Revised Code of Washington (RCW).

Charges: A fifteen cents per page is required for photocopies or printed copies of electronic records, plus postage if applicable. A ten cents per page charge is required for all records scanned into an electronic format, plus five cents for every four electronic files/attachments uploaded to an email, cloud storage service or other electronic delivery system plus ten cents per gigabyte for transmitting records electronically. Payments may be required prior to documents being mailed, faxes or scanned. There is no charge for reviewing documents or files.

Hours for Review: Public records are available for inspection and photocopying Monday through Friday, 10:00am to 5:00pm, excluding legal holidays or other observed closures. An appointment is required.

Public Records Disclosure Procedure: You can review WWHA's complete Public Records Disclosure on its website at <http://www.wallawallaha.org/#/contact-us/> or by asking the public records officer to view a copy.

Please complete the following; print clearly or type:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Records Requested: Please be as specific as possible in what you are requesting. Include, where applicable, inclusive dates, project names, program names and any information that will assist staff in a timely response. Include extra pages as needed.

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If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.



I wish to:  inspect records  receive a copy/ies  contact me if copying/scanning cost is greater than \$ \_\_\_\_\_

I, \_\_\_\_\_, certify that the lists of individuals obtained through this request for public records will not be used for commercial purposes pursuant RCW 42.56.070.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send your records request to: Rosanna Morgan, Administrative Services Director  
501 Cayuse Street, Walla Walla Washington 99362 | Telephone: 509-522-7815 | Email:  
[wwha@wallawallaha.org](mailto:wwha@wallawallaha.org)

<p><b>FOR WWA USE ONLY:</b></p> <p>Date received: ____ / ____ / ____    Five-Day Response Due: ____ / ____ / ____    Sent: ____ / ____ / ____</p> <p>Notification of Records Available: ____ / ____ / ____    Request completed: ____ / ____ / ____</p>
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