



# RECORDS REQUEST FORM

(This form is a public record and will be retained for a period of one year from creation)



## Requestor Information

Please Print	
First Name <u>Sarika</u>	MI <u>MI</u> Last <u>Ram</u>
Company (if applicable) <u>MuckRock News</u>	
Mailing Address <u>DEPT MR 62691 411A Highland Ave</u>	
City <u>Somerville</u>	State <u>MA</u> Zip Code <u>02144-2516</u>
Business Hours Telephone <u>(610) 637-7745</u>	
Preferred Delivery: Pick-Up <input type="checkbox"/> US Mail <input checked="" type="checkbox"/> On-Site Inspect <input type="checkbox"/>	
<p><i>The applicant hereby acknowledges receipt of a copy of this form. The applicant hereby understands that there is a charge for copies of public records. The applicant understands that payment in full is required prior to reproduction if the estimated cost of the requested records is \$25.00 or more. The applicant understands that, if the requested records are not retrieved, he/she will be charged in full for a second reproduction. The applicant hereby certifies an understanding of these terms and agrees that advance payment will be forfeited if the requested records are not retrieved.</i></p>	
Signature <u>Sarika Ram</u>	Date <u>12/21/18</u>

Payment Information	
Select Payment Method:	
Cash <input type="checkbox"/>	Cashier's Check <input type="checkbox"/>
Money Order <input type="checkbox"/>	
Fees:	Paper Copy \$ 1.00/page
	Audio Tape \$10.00/tape
	Video Tape \$20.00/tape
Total Estimated Cost \$ _____	
Delivery: Delivery/postage fees additional depending upon delivery type.	
Extras: Extraordinary service fees dependent upon request.	

## Records Requested

**To Expedite Your Request, Be as Specific as Possible. Also, Please Include the Type of Medium Being Requested (Photocopies, Audio Tape or Video Tape)**

- Currently valid policies/procedures relating to public housing and Section 8 housing assistance eligibility for applicants on the basis of arrest/conviction record
- Currently valid eviction policies/procedures for tenants in public housing and Section 8 housing units
- Currently valid policies/procedures regarding obtaining criminal conviction records from law enforcement agencies and sex offender registration information from the appropriate state/local agency responsible for the maintenance of sex offender registration program
- Any reports compiling the data of applicants to public housing and Section 8 housing assistance from January 1, 2017 to December 31, 2017
- Any reports compiling the data of public housing and Section 8 housing assistance denials and the basis of those denials between January 1, 2017 and December 31, 2017
- Any logs of police reports related to activity in public housing and Section 8-subsidized units between January 1, 2017 and December 31, 2017

## OFFICE USE ONLY

Tracking # _____	Finalized Cost
Received Date _____	
Completed Date _____	Total \$ _____
Total Pages _____	Deposit \$ _____
	Balance Due \$ _____
	Balance Paid \$ _____
Documents Provided	
_____	
_____	
_____	
_____	
_____	
	Custodian Signature _____
	Date _____