

**PUBLIC RECORDS REQUEST  
ALACHUA COUNTY HOUSING AUTHORITY**

“Public Records means all documents, paper , letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material regardless of the physical form, characteristics, or means of transmission , made or received pursuant to law or ordinance or in connection with the transaction of official business of any agency.”

Florida Statue 119-07

“Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodial of the public record or the custodian’s designee.”

Most housing authority records are promptly available to the public upon request. However, to ensure file content is not compromised, files will not be loaned out and may not be removed from the housing authority’s office.

*The information listed below is requested (not required) to expedite your request and document public records activity.*

**SUBJECT OR NAME OF FILE(S) OR RECORD(S) TO BE REVIEWED:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**TIME PERIOD:** From \_\_\_\_\_  
Month, Day, Year

**TO:** \_\_\_\_\_  
Month, Day, Year

**COPIES REQUESTED:** YES \_\_\_ NO \_\_\_

**COPY ENTIRE FILE:** YES \_\_\_ NO \_\_\_

**LIST RECORD(S) TO BE COPIED BELOW:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**THE CONTACT INFORMATION BELOW IS NOT REQUIRED**

If you wish to be contacted when the records are available, please include the appropriate information.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** (\_\_\_\_) \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**INTERNAL USE ONLY:**

**Tracking Number** \_\_\_\_\_ **Custodian of Public Records** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_ **Time:** \_\_\_\_\_