

**OAKLAND HOUSING AUTHORITY
EXECUTIVE OFFICE**

REQUEST FOR PUBLIC RECORDS

Request Received (Date Stamp)	Request Completed/Notification Given (Date Stamp)	Request Pickup-Up/Mailed/Faxed (Date Stamp)
Received by: _____	Staff Initials: _____	Staff Initials: _____
How Request was Received	Notification	Completion
Walk-In Mail Phone Other _____	Notes: _____ _____ _____ _____	Picked-Up Faxed Mailed Other _____

To Be Completed by the Requester

Name of Requester: _____

Phone: _____ Fax: _____ E-mail: _____

Agency/Company: _____

Address: _____

Requested Documents Information (Please be specific)

For Office Use Only

Copies: _____ Faxes: _____

Number of Pages: _____ Number of Pages: _____ Copy Charges: \$ _____