

## **SWANSEA HOUSING AUTHORITY**

### **REQUESTS FOR COPYING FILES OR INFORMATION**

In the event that a tenant wishes to review their file, a request must be made in writing specifying exactly what is being sought.

In the event that someone wishes any other information, a request must be made in writing specifying exactly what is being sought.

Management has twenty (20) business days to respond to their request. An appointment will be made at a time that is suitable for all parties to discuss or act upon the request.

A tenant may, with the supervision of a staff person, review and request copies of any item previously requested. Any requests will be charged at the rate of .20 per copy.

The Swansea Housing Authority may charge for the time that it may take a staff person to do any research to provide the requested information (at the staff's hourly rate of pay).